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## Introduction

The Unit Travel System (UTS) with the T-Pax upgrade, called UTS(T-Pax), is the new primary means of processing travel claims. It is fast, efficient, easy to learn, and vastly superior to regular mail. Reimbursements occur more rapidly using UTS(T-Pax). Travel orders may also be completed in UTS(T-Pax).

Please refer to: <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>

## Traveler

**Usage:** When members travel TDY, they are required to submit a travel claim within three working days. UTS(T-Pax) enables members to enter orders and complete a travel claim electronically.

**Tip:** Remember to keep all orders, travel claims, and required receipts for 6 years, 3 months. Please refer to: <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>

## Initial LogOn

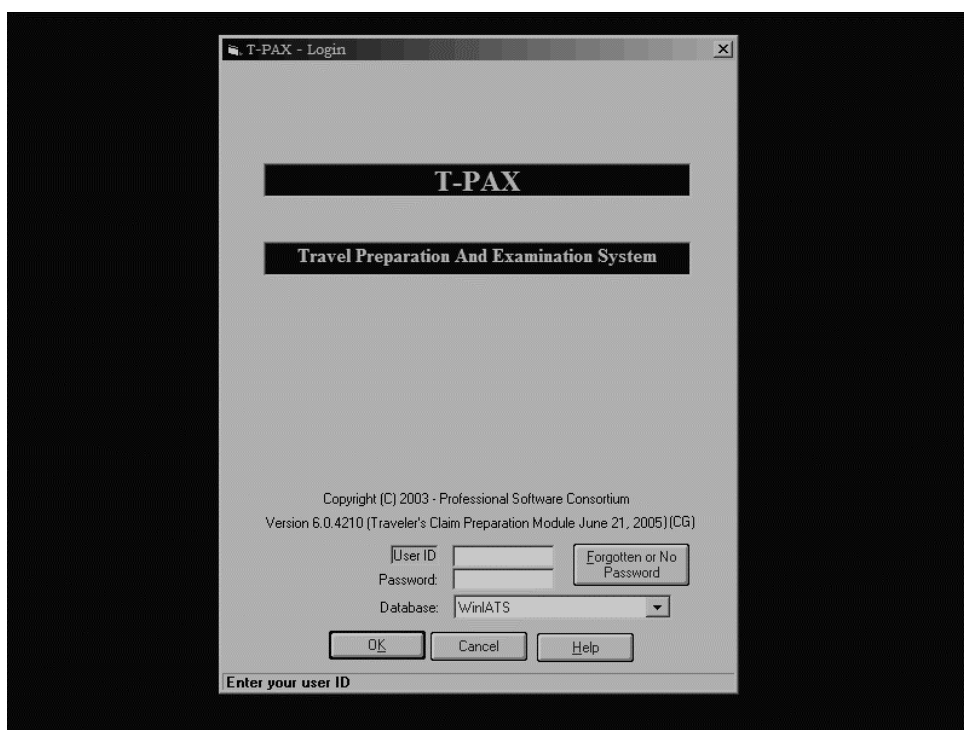
**Usage:** When a member logs on to UTS (T-Pax) the first time, they must establish personal and forgotten password information.

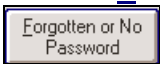
**Tips:** Passwords must be 8 alpha-numeric characters. General or simplistic passwords will be deleted from the system.

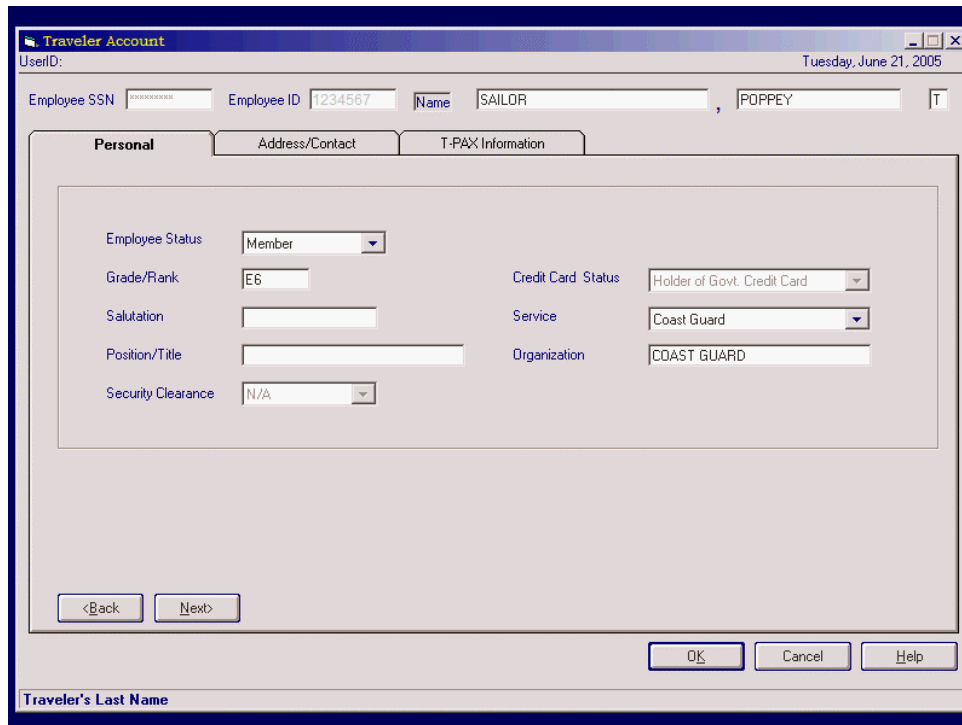
Please refer to: <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>


## Procedure

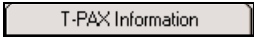
This tutorial guides users through the initial LogOn procedure. These procedures must be used by everyone on initial LogOn.

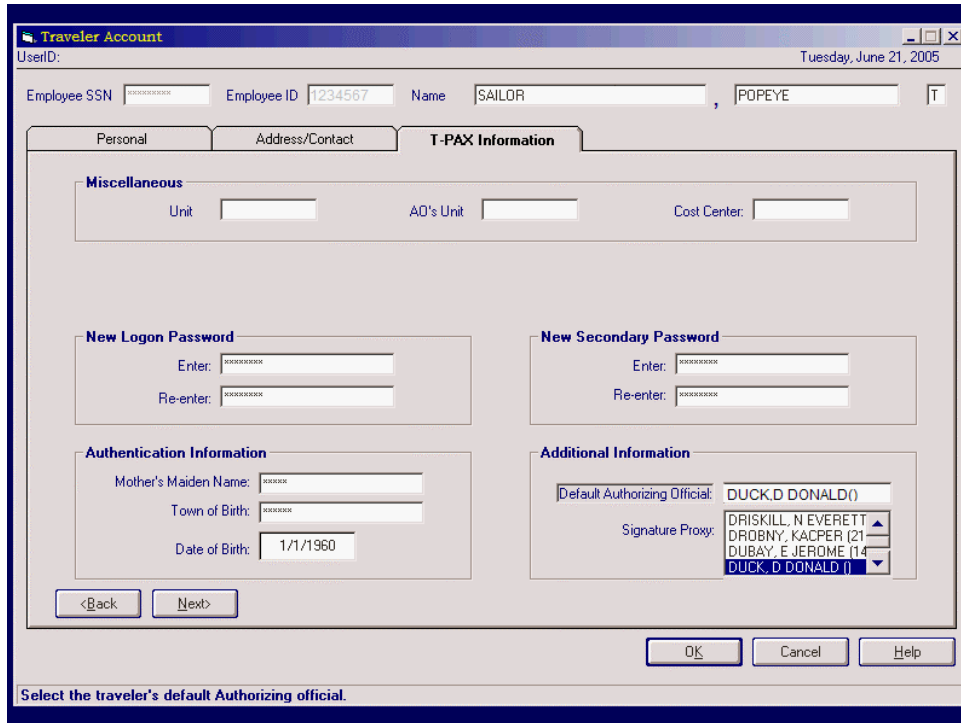


| Step | Action   |
|------|--|
| 1.   | Enter the desired information into the <b>User ID</b> field. (Note: This is your Employee ID).<br>Example " <b>1234567</b> "             |
| 2.   | Click the <b>Forgotten or No Password</b> button.<br> |



| Step | Action   |
|------|--|
| 3.   | Click the <b>Address/Contact</b> tab.<br> |
| 4.   | Enter the desired information into the <b>Address-1</b> field.<br>Example " <b>123 EASY STREET</b> ".                        |
| 5.   | Press <b>[Tab]</b>   |
| 6.   | Enter the desired information into the <b>City</b> field.<br>Example " <b>BAY TOWN</b> ".                                    |
| 7.   | Enter the desired information into the <b>State/Country</b> field.<br>Example " <b>CA</b> ".                                 |
| 8.   | Enter the desired information into the <b>Zip Code</b> field.<br>Example " <b>92000</b> ".                                   |
| 9.   | Enter the desired information into the <b>Phone</b> field.<br>Example " <b>785-339-2200</b> ".                               |
| 10.  | Click the <b>Primary Email Address</b> option.<br><input type="checkbox"/>   |
| 11.  | Press <b>[Tab]</b> .   |
| 12.  | Enter the desired information into the <b>Primary Email Address</b> field.<br>Example " <b>MEMBER@UNIT.USCG</b> ".           |
| 13.  | Press <b>[Tab]</b> .   |

| Step | Action   |
|------|--|
| 14.  | Press <b>[Tab]</b> .   |
| 15.  | Enter the desired information into the <b>Secondary Email Address</b> field.<br>Example " <b>MEMBER@HOME.COM</b> ".          |
| 16.  | Click the <b>T-Pax Information</b> tab.<br> |
| 17.  | Enter the desired information into the <b>New Logon Password - Enter</b> field.<br>Example " <b>abcd1234</b> ".              |
| 18.  | Enter the desired information into the <b>New Logon Password - Re-enter</b> field.<br>Example " <b>abcd1234</b> ".           |
| 19.  | Enter the desired information into the <b>New Secondary Password - Enter</b> field.<br>Example " <b>1234abcd</b> ".          |
| 20.  | Enter the desired information into the <b>New Secondary Password - Re-enter</b> field.<br>Example " <b>1234abcd</b> ".       |
| 21.  | Enter the desired information into the <b>Mother's Maiden Name</b> field.<br>Example " <b>SMITH</b> ".                       |
| 22.  | Enter the desired information into the field.<br>Example " <b>TOPEKA</b> ".  |
| 23.  | Enter the desired information into the field.<br>Example " <b>01011960</b> ".  |
| 24.  | Enter the desired information into the <b>Default Authorizing Official</b> field.<br>Example " <b>DUCK</b> ".                |



**Traveler Account**  
 UserID: \_\_\_\_\_ Tuesday, June 21, 2005

Employee SSN: \_\_\_\_\_ Employee ID: 1234567 Name: SAILOR, POPEYE T

Personal Address/Contact **T-PAX Information**

**Miscellaneous**  
 Unit: \_\_\_\_\_ AO's Unit: \_\_\_\_\_ Cost Center: \_\_\_\_\_

**New Logon Password**  
 Enter: \_\_\_\_\_  
 Re-enter: \_\_\_\_\_

**New Secondary Password**  
 Enter: \_\_\_\_\_  
 Re-enter: \_\_\_\_\_

**Authentication Information**  
 Mother's Maiden Name: \_\_\_\_\_  
 Town of Birth: \_\_\_\_\_  
 Date of Birth: 1/1/1960

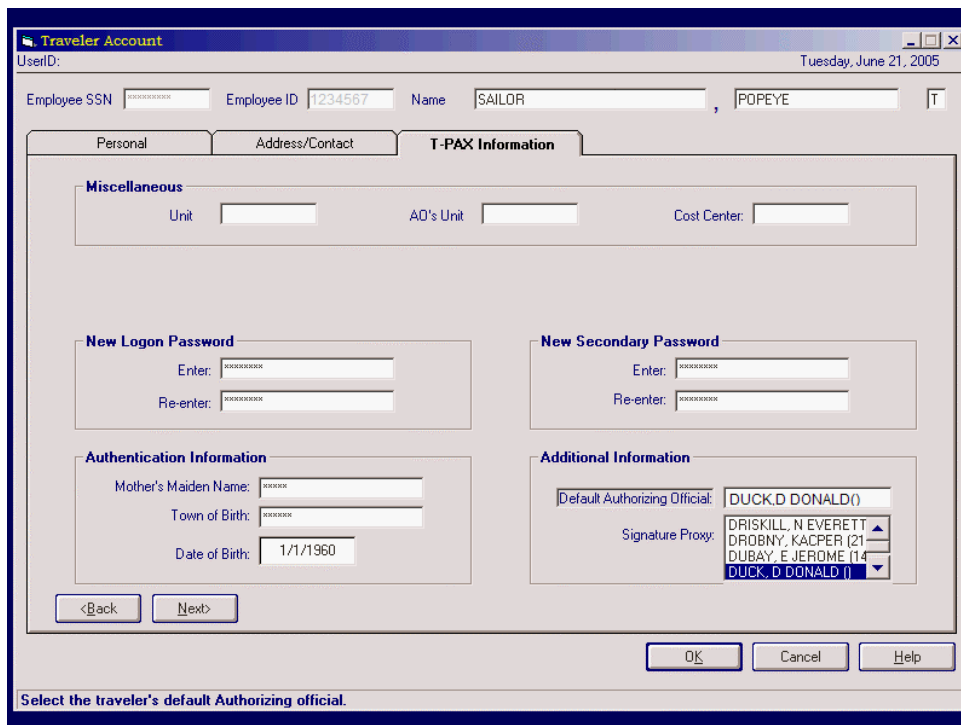
**Additional Information**  
 Default Authorizing Official: DUCK,D DONALD()  
 Signature Proxy: DRISKILL, N EVERETT  
 DROBNY, KACPER (21)  
 DUBAY, E JEROME (14)  
 DUCK, D DONALD (1)

<Back Next>

OK Cancel Help

Select the traveler's default Authorizing official.

| Step | Action       |
|------|--------------|
| 25.  | Press [Tab]. |



**Traveler Account**  
 UserID: \_\_\_\_\_ Tuesday, June 21, 2005

Employee SSN: \_\_\_\_\_ Employee ID: 1234567 Name: SAILOR, POPEYE T

Personal Address/Contact **T-PAX Information**

**Miscellaneous**  
 Unit: \_\_\_\_\_ AO's Unit: \_\_\_\_\_ Cost Center: \_\_\_\_\_

**New Logon Password**  
 Enter: \_\_\_\_\_  
 Re-enter: \_\_\_\_\_

**New Secondary Password**  
 Enter: \_\_\_\_\_  
 Re-enter: \_\_\_\_\_

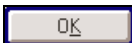
**Authentication Information**  
 Mother's Maiden Name: \_\_\_\_\_  
 Town of Birth: \_\_\_\_\_  
 Date of Birth: 1/1/1960

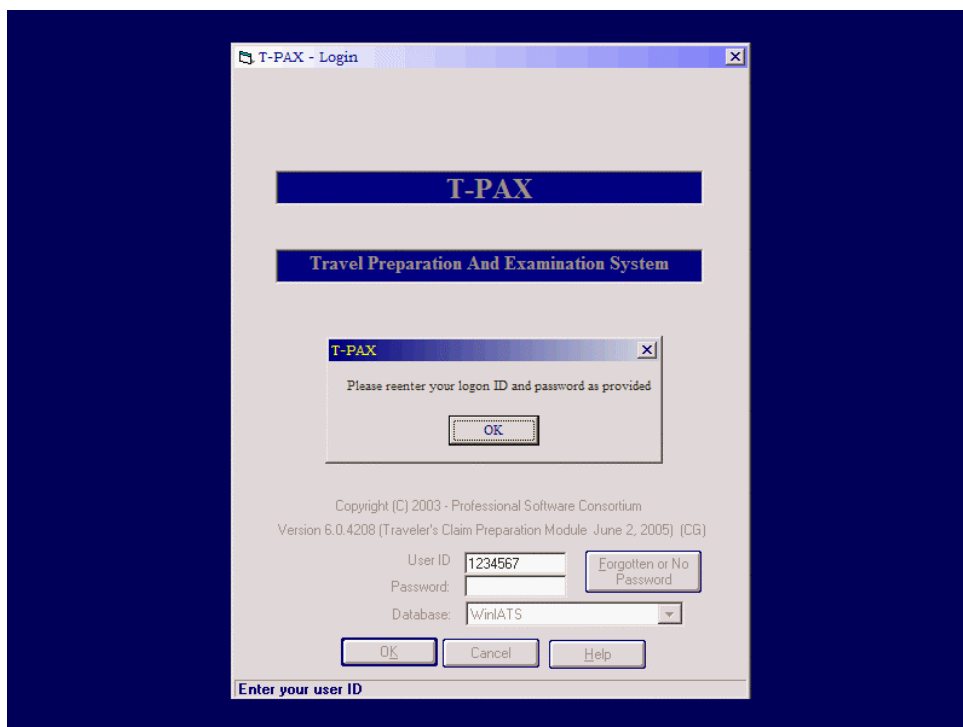
**Additional Information**  
 Default Authorizing Official: DUCK,D DONALD()  
 Signature Proxy: DRISKILL, N EVERETT  
 DROBNY, KACPER (21)  
 DUBAY, E JEROME (14)  
 DUCK, D DONALD (1)

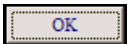
<Back Next>


OK Cancel Help

Select the traveler's default Authorizing official.

| Step | Action   |
|------|--|
| 26.  | Click the <b>OK</b> button.<br> |



| Step | Action  |
|------|---|
| 27.  | Click the <b>OK</b> button.<br>  |
| 28.  | Congratulations on completing the UTS (Initial Log On) tutorial.<br>Click the icons below to view in depth policies and procedures.<br><b>End of Procedure.</b> |

 Please refer to: <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>




## Forgotten Password

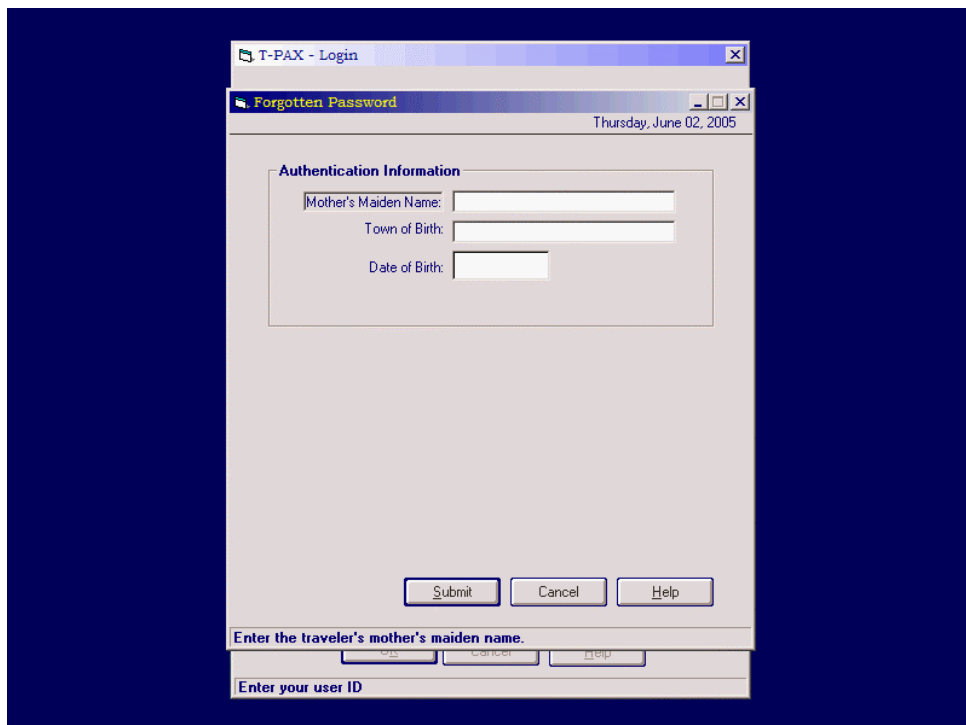
**Usage:** The Forgotten Password function enables members to obtain password information by answering three basic questions unique to the individual.

## Procedure

This tutorial provides the necessary skills to obtain your user password without submitting a request to PSC (Customer Care).



| Step | Action  |
|------|---|
| 1.   | Enter the desired information into the field.<br>Example " <b>1234567</b> ".  |
| 2.   | Click the <b>Forgotten or No Pssword</b> object.<br> |



T-PAX - Login

Forgotten Password

Thursday, June 02, 2005

**Authentication Information**

Mother's Maiden Name:

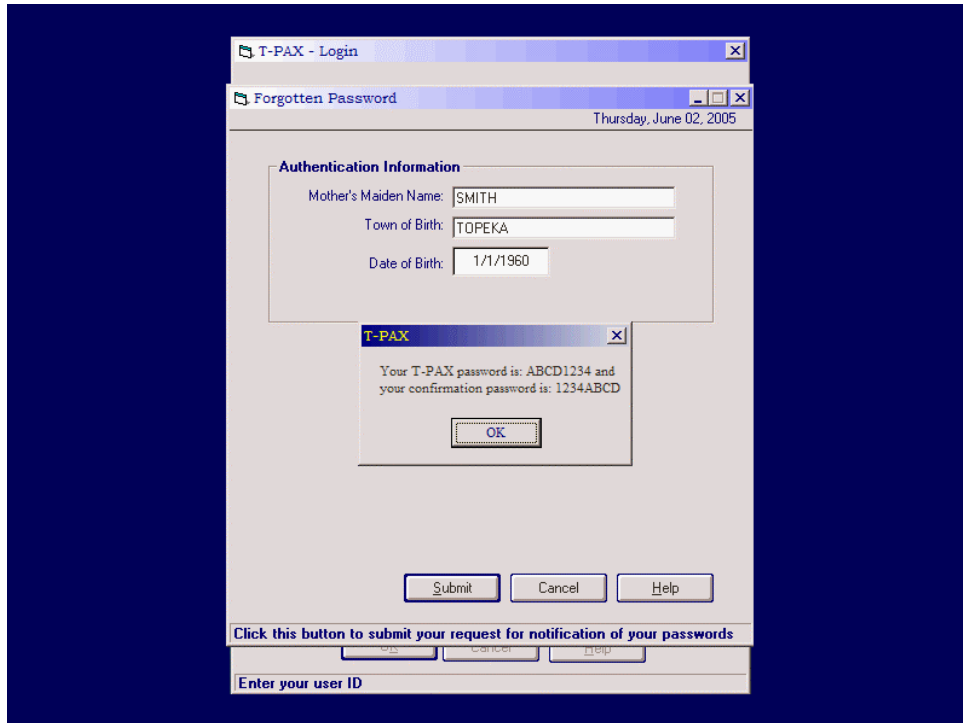
Town of Birth:


Date of Birth:

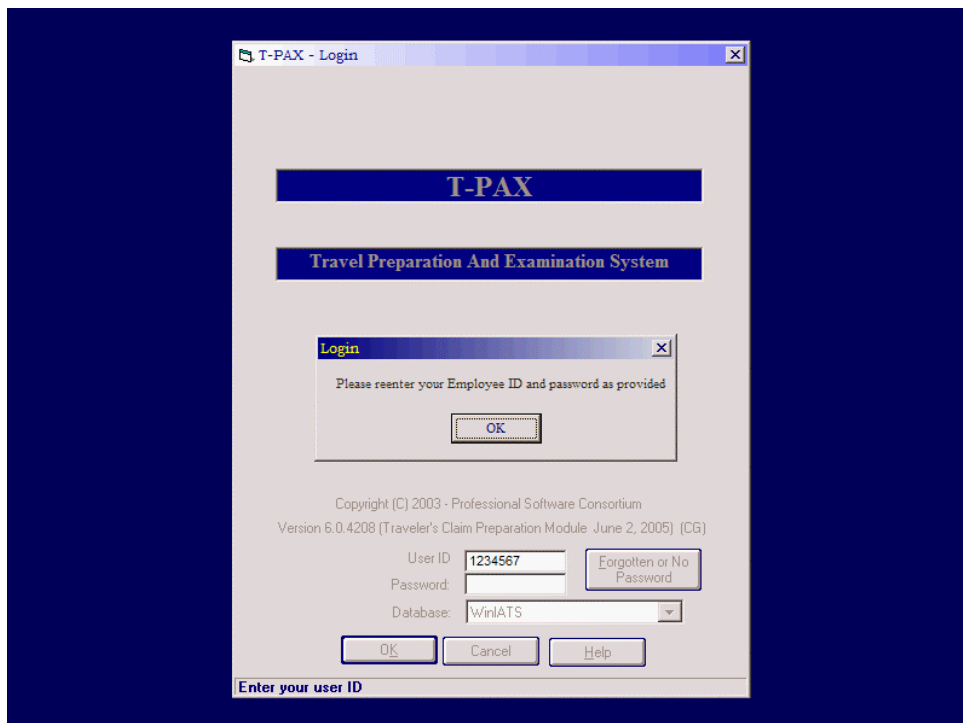
Enter the traveler's mother's maiden name.

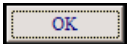
Enter your user ID

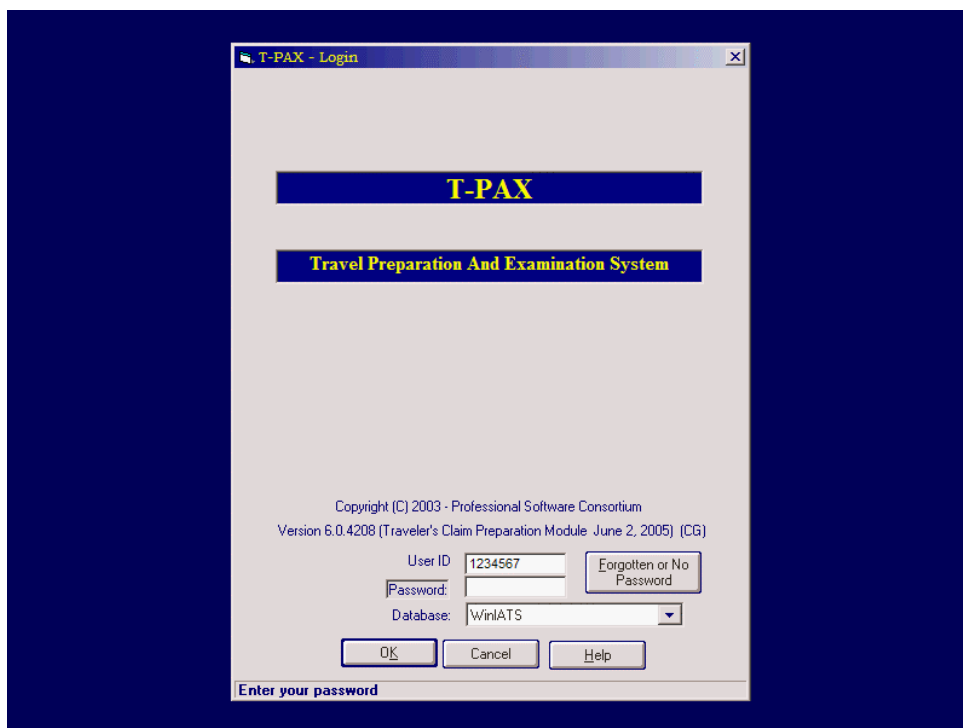
| Step | Action   |
|------|--|
| 3.   | Enter the desired information into the <b>Mother's Maiden Name</b> field.<br>Example " <b>SMITH</b> ". |
| 4.   | Enter the desired information into the <b>Town of Birth</b> field.<br>Example " <b>TOPEKA</b> ".       |
| 5.   | Enter the desired information into the <b>Date of Birth</b> field.<br>Example " <b>01011960</b> ".     |

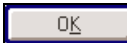



| Step | Action   |
|------|--|
| 6.   | Click the <b>OK</b> button.<br> |



| Step | Action   |
|------|--|
| 7.   | Click the <b>OK</b> button.<br> |



| Step | Action   |
|------|--|
| 8.   | Enter the desired information into the <b>Password</b> field. Example " <b>abcd1234</b> ".   |
| 9.   | Click the object.<br>   |
| 10.  | Congratulations for completing the UTS (Forgotten Password) tutorial.<br>Click the icons below to view in depth policies and procedures.<br><b>End of Procedure.</b> |



Please refer to: <https://secureapp2.hqda.pentagon.mil/perdiem/trviregs.html>

## Completing a New Set of Orders

**Usage:** Members may enter orders as a request and have them approved through an Approving Official.

**Tips:** Carrying signed orders while traveling may be beneficial to members. After approval, members can print the orders and have them signed.

Please refer to: <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>

## Procedure

This tutorial provides the necessary skills to enter orders into UTS (T-Pax) and route for approval.

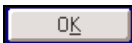
Required information:

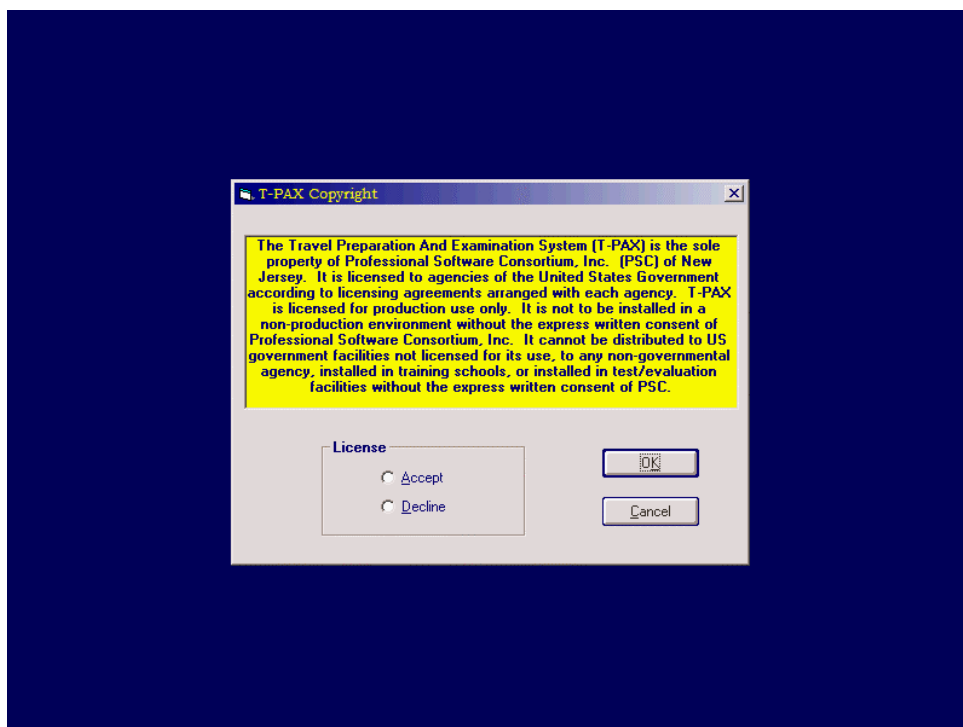
EMPLID



TONO

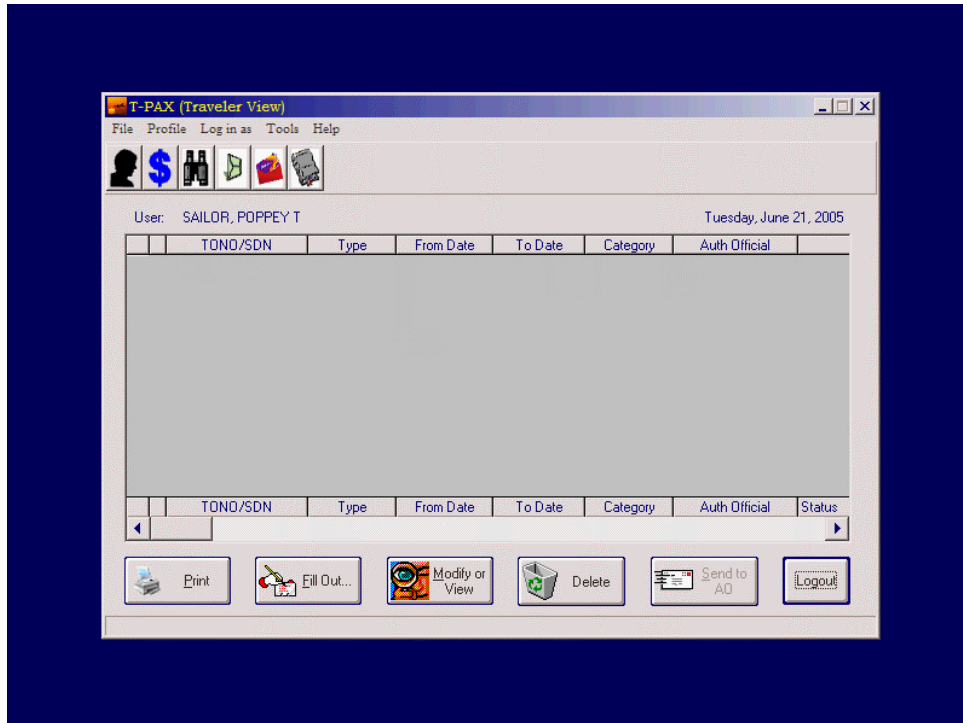



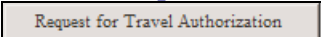
| Step | Action  |
|------|---|
| 1.   | Enter the desired information into the <b>User ID</b> field.<br>Example " <b>1234567</b> ".   |
| 2.   | Press <b>[Tab]</b> .  |
| 3.   | Enter the desired information into the <b>Password</b> field.<br>Example " <b>abcd1234</b> ". |

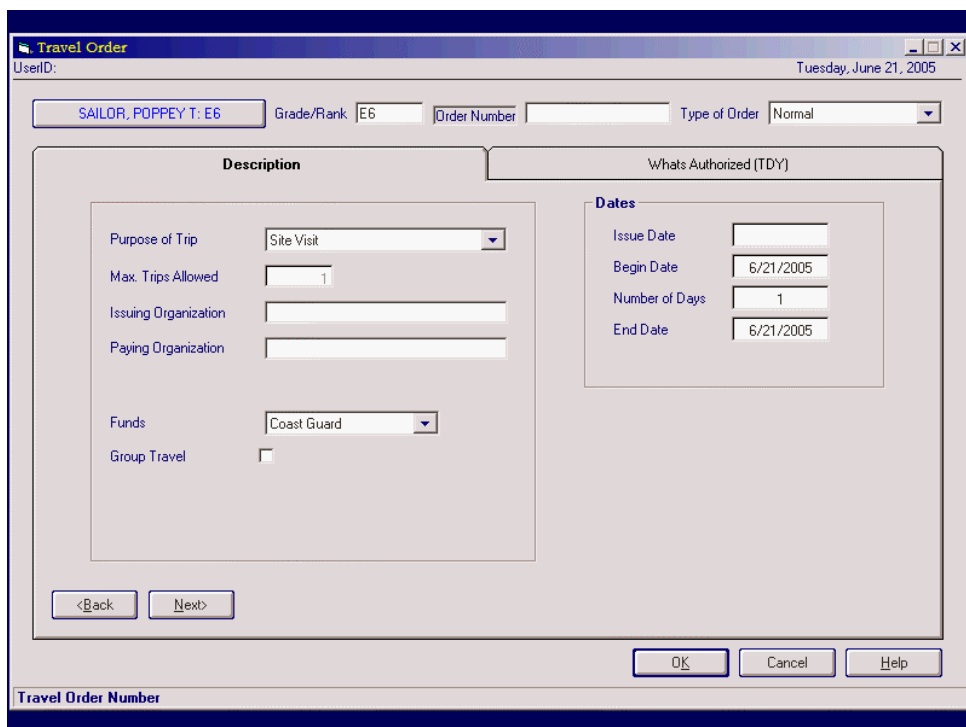
| Step | Action   |
|------|--|
| 4.   | Click the <b>OK</b> button.<br> |






| Step | Action  |
|------|---|
| 5.   | Click the <b>Accept</b> object.<br><br>or Press <b>[Alt+A]</b> . |
| 6.   | Click the <b>OK</b> button.<br>                                  |

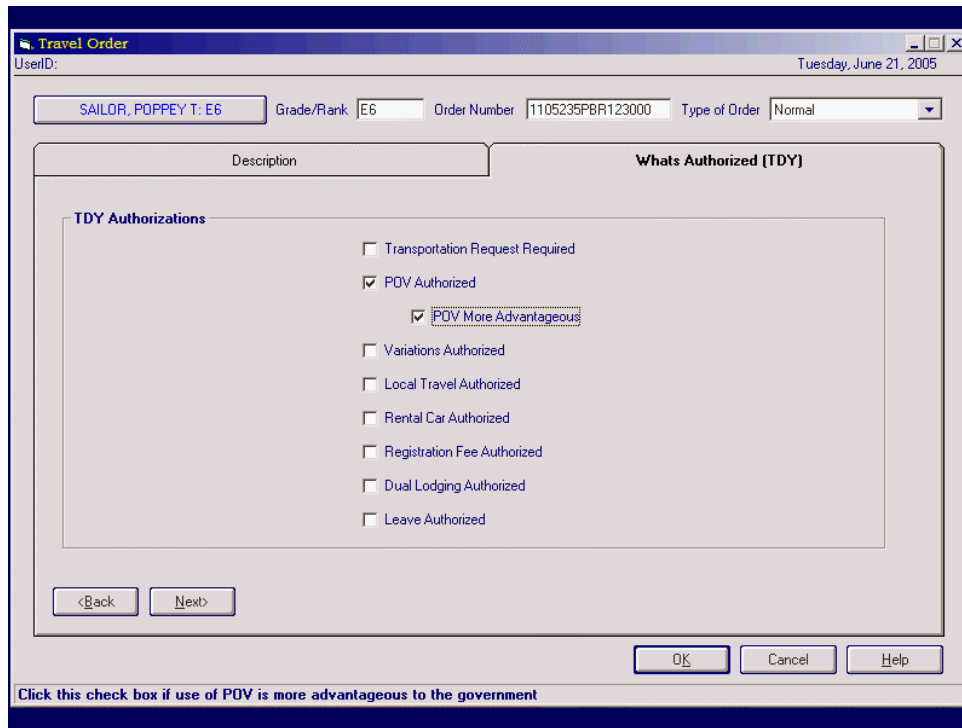


| Step | Action   |
|------|--|
| 7.   | Click the <b>Fill Out</b> button.<br>                       |
| 8.   | Click the <b>Request for Travel Authorization</b> menu.<br> |




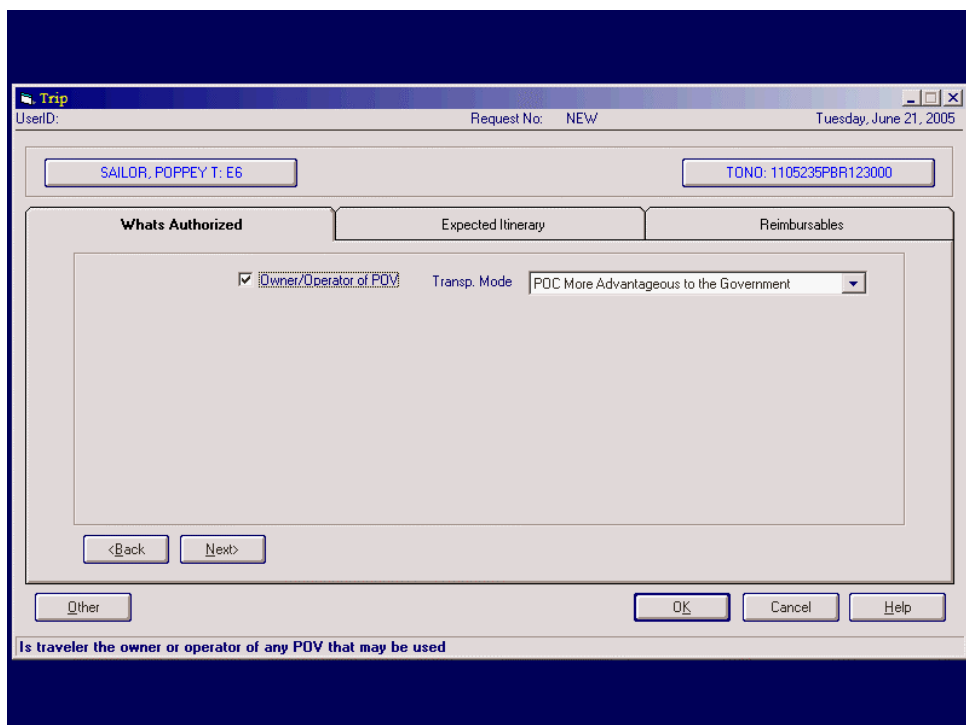
| Step | Action  |
|------|---|
| 9.   | Enter the desired information into the <b>Order Number</b> field.<br>Example “ <b>1105235PBR123000</b> ”.   |
| 10.  | Press <b>[Tab]</b> .  |
| 11.  | <b>Type of Order</b> is next; however, these orders are Normal. You can <b>tab</b> through the six fields on the left side of the screen, or click the field you want. These orders were <b>Issued</b> the same date as they were entered. Click in the <b>Begin Date</b> field.<br> |
| 12.  | Enter the desired information into the <b>Begin Date</b> field.<br>Example “ <b>6/22/05</b> ”.  |
| 13.  | Press <b>[Tab]</b> .  |
| 14.  | Enter the desired information into the <b>Number of Days</b> field.<br>Example “ <b>3</b> ”.  |
| 15.  | Press <b>[Tab]</b> .  |
| 16.  | Click the <b>Whats Authorized (TDY)</b> tab.  |
| 17.  | Click the <b>POV Authorized</b> option.<br>  |
| 18.  | Click the <b>POV More Advantageous</b> option.<br>   |





**Travel Order**  
 User ID: \_\_\_\_\_ Tuesday, June 21, 2005  
 SAILOR, POPPEY T: E6 Grade/Rank: E6 Order Number: 1105235PBR123000 Type of Order: Normal  
 Description: \_\_\_\_\_ What's Authorized (TDY)  
 TDY Authorizations:  
☐ Transportation Request Required  
☒ POV Authorized  
☒ POV More Advantageous  
☐ Variations Authorized  
☐ Local Travel Authorized  
☐ Rental Car Authorized  
☐ Registration Fee Authorized  
☐ Dual Lodging Authorized  
☐ Leave Authorized  
 <Back Next>  
 OK Cancel Help  
 Click this check box if use of POV is more advantageous to the government

| Step | Action   |
|------|--|
| 19.  | Click the <b>OK</b> button.<br> |



**Trip**  
User ID: Request No: NEW Tuesday, June 21, 2005

SAILOR, POPPEY T: E6 TONO: 1105235PBR123000

**Whats Authorized** Expected Itinerary Reimbursables

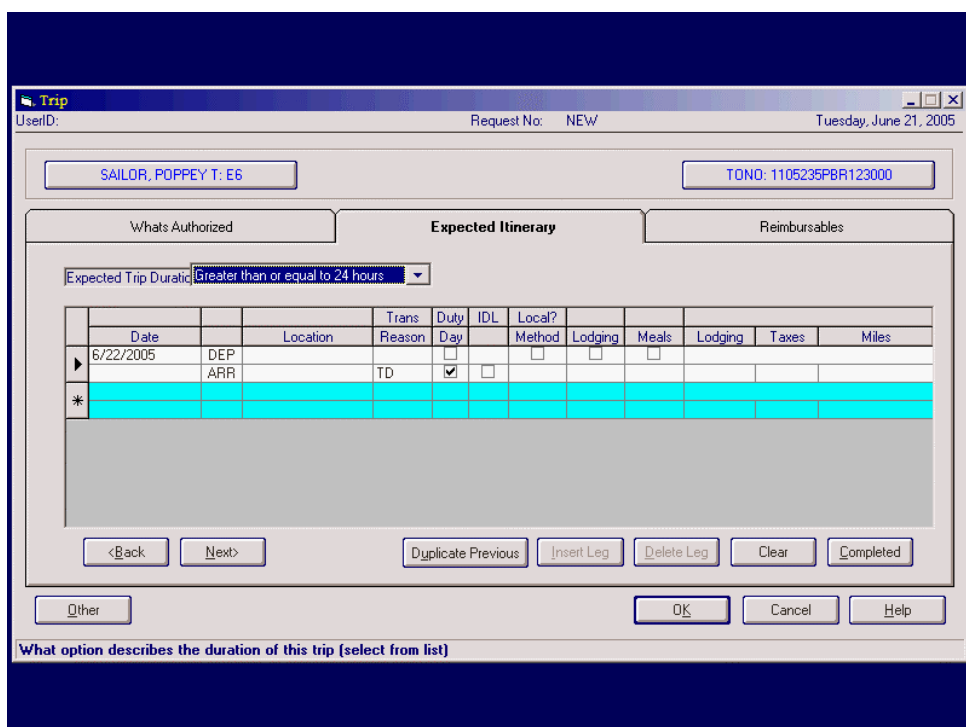
☒ Owner/Operator of POV Trans. Mode: POC More Advantageous to the Government

<Back Next>

Other OK Cancel Help

Is traveler the owner or operator of any POV that may be used

| Step | Action  |
|------|---|
| 20.  | Click the <b>Expected Itinerary</b> tab.<br><div>Expected Itinerary</div> |



**Trip**  
User ID: Request No: NEW Tuesday, June 21, 2005

SAILOR, POPPEY T: E6 TONO: 1105235PBR123000

Whats Authorized **Expected Itinerary** Reimbursables

Expected Trip Duration: Greater than or equal to 24 hours

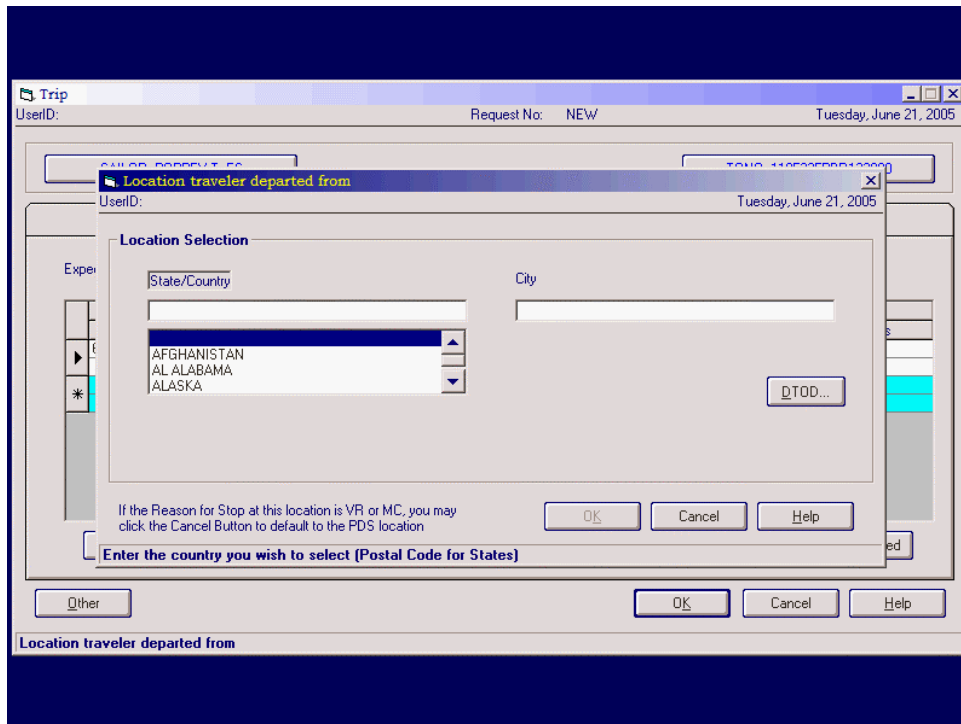
| Date      | Location | Trans Reason | Duty Day | IDL                                 | Local?                   | Method | Lodging                  | Meals                    | Lodging | Taxes | Miles |
|-----------|----------|--------------|----------|-------------------------------------|--------------------------|--------|--------------------------|--------------------------|---------|-------|-------|
| 6/22/2005 | DEP      | ARR          | TD       | <input checked="" type="checkbox"/> | <input type="checkbox"/> |        | <input type="checkbox"/> | <input type="checkbox"/> |         |       |       |
|           |          |              |          |                                     |                          |        |                          |                          |         |       |       |


<Back Next> Duplicate Previous Insert Leg Delete Leg Clear Completed

Other OK Cancel Help

What option describes the duration of this trip (select from list)

| Step | Action               |
|------|----------------------|
| 21.  | Press <b>[Tab]</b> . |
| 22.  | Press <b>[Tab]</b> . |



| Step | Action   |
|------|--|
| 23.  | Enter the desired information into the <b>State/Country</b> field.<br>Example " <b>KS</b> ".                       |
| 24.  | Press <b>[Tab]</b> .   |
| 25.  | Enter the desired information into the <b>City</b> field.<br>Example " <b>TOPEKA</b> ".                            |
| 26.  | Press <b>[Tab]</b> .   |
| 27.  | Click the <b>OK</b> button.<br> |

**Trip** UserID: Request No: NEW Tuesday, June 21, 2005

SAILOR, POPPEY T: E6 TOND: 1105235PBR123000

Whats Authorized Expected Itinerary Reimbursables

Expected Trip Duration: Greater than or equal to 24 hours

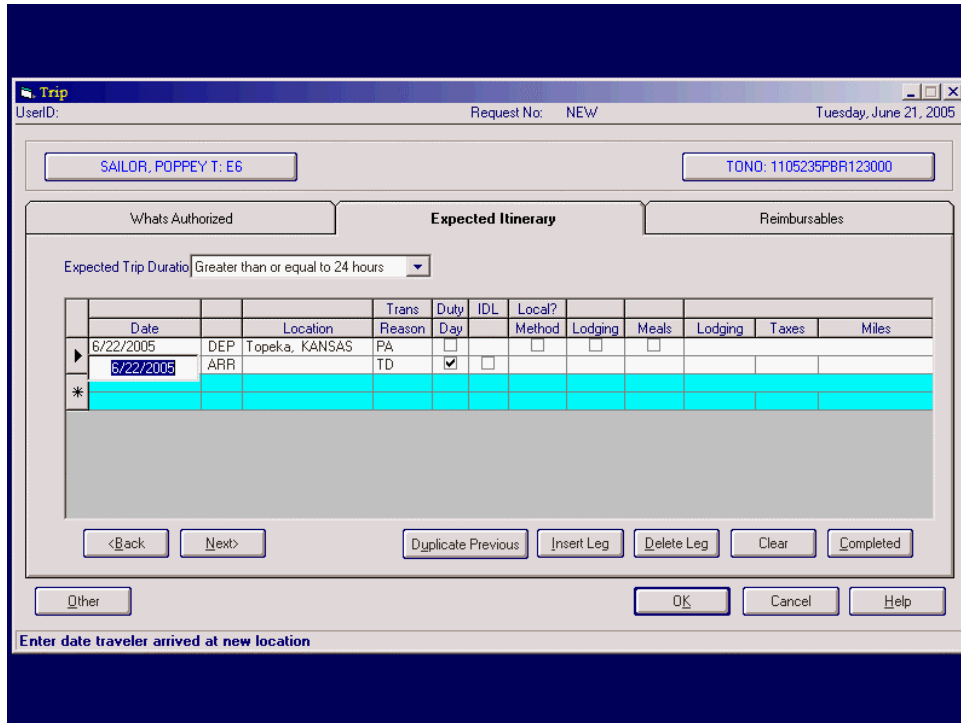
| Date      | Location           | Trans                   | Duty | IDL | Local? | Method | Lodging | Meals                    | Lodging | Taxes | Miles |
|-----------|--------------------|-------------------------|------|-----|--------|--------|---------|--------------------------|---------|-------|-------|
| 6/22/2005 | DEP Topeka, KANSAS | PA - Private Auto       |      |     |        |        |         | <input type="checkbox"/> |         |       |       |
|           | ARR                | PA - Private Auto       |      |     |        |        |         |                          |         |       |       |
|           |                    | PP - Private Plane      |      |     |        |        |         |                          |         |       |       |
|           |                    | PM - Private Motorcycle |      |     |        |        |         |                          |         |       |       |
|           |                    | CA - Commercial Auto    |      |     |        |        |         |                          |         |       |       |

<Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

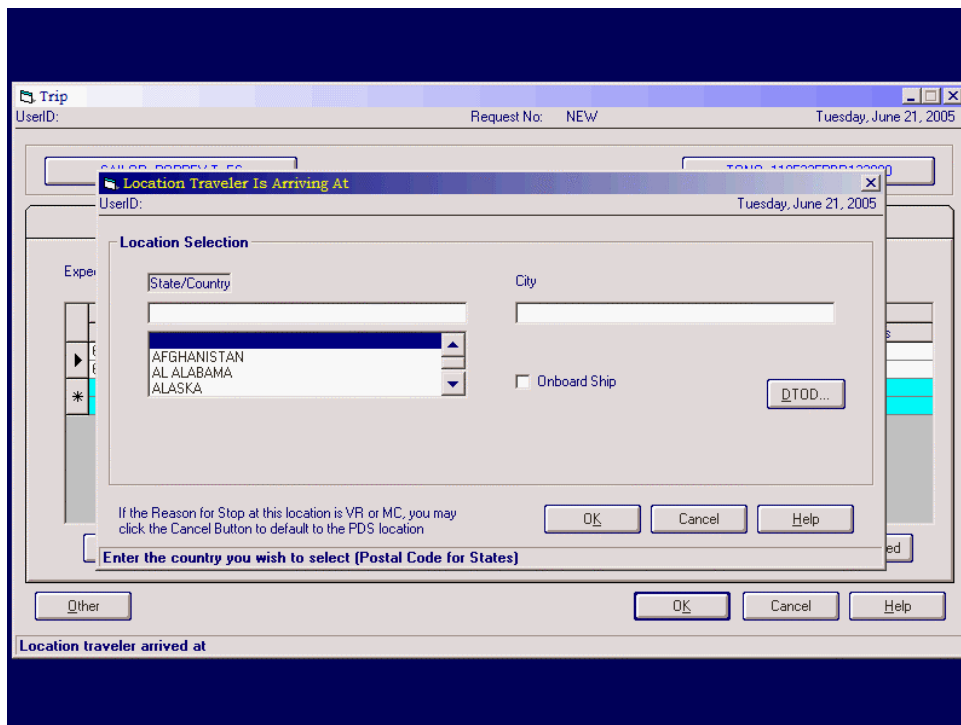
Other OK Cancel Help

What mode of transportation did the traveler use leaving this location

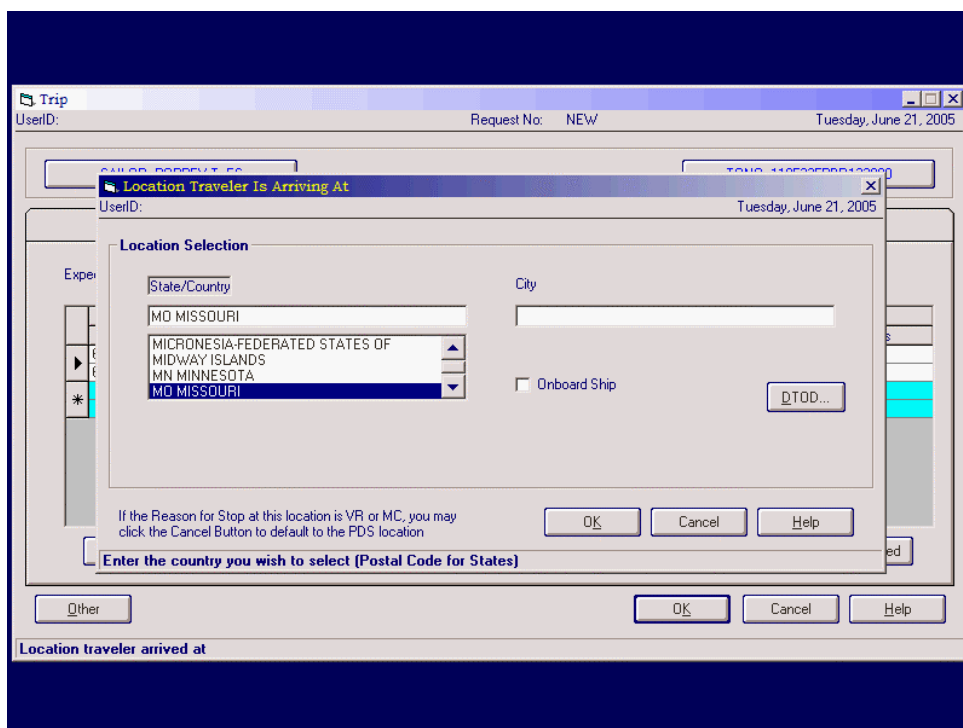
| Step | Action               |
|------|----------------------|
| 28.  | Press <b>[Tab]</b> . |
| 29.  | Press <b>[Tab]</b> . |




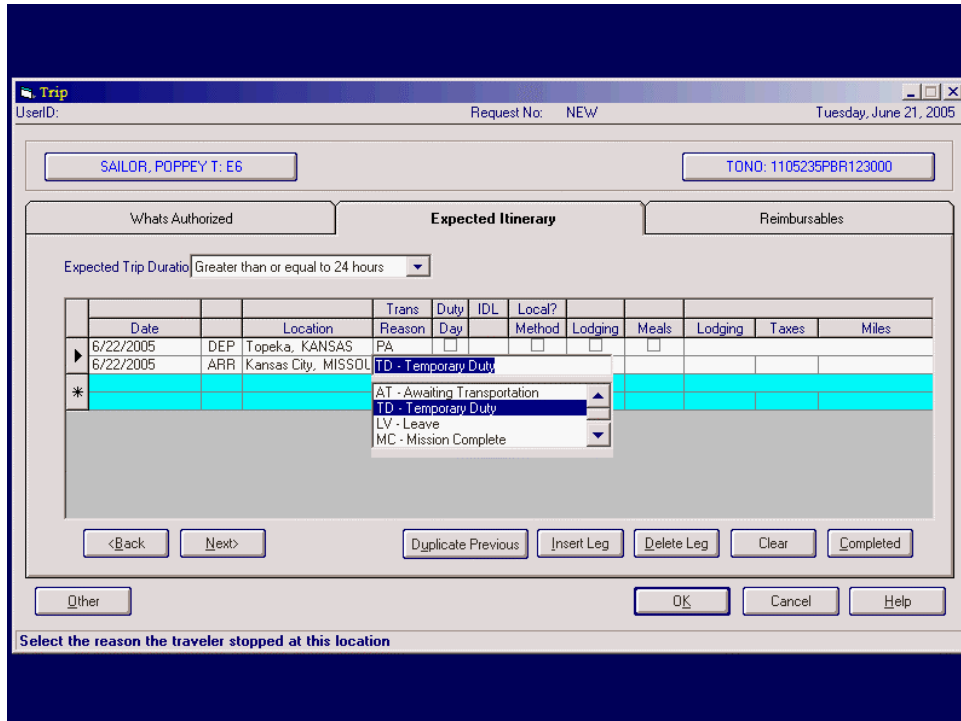
| Step | Action               |
|------|----------------------|
| 30.  | Press <b>[Tab]</b> . |



| Step | Action   |
|------|--|
| 31.  | Enter the desired information into the <b>State/Country</b> field.<br>Example “ <b>MO</b> ”. |
| 32.  | Press <b>[Tab]</b> .   |

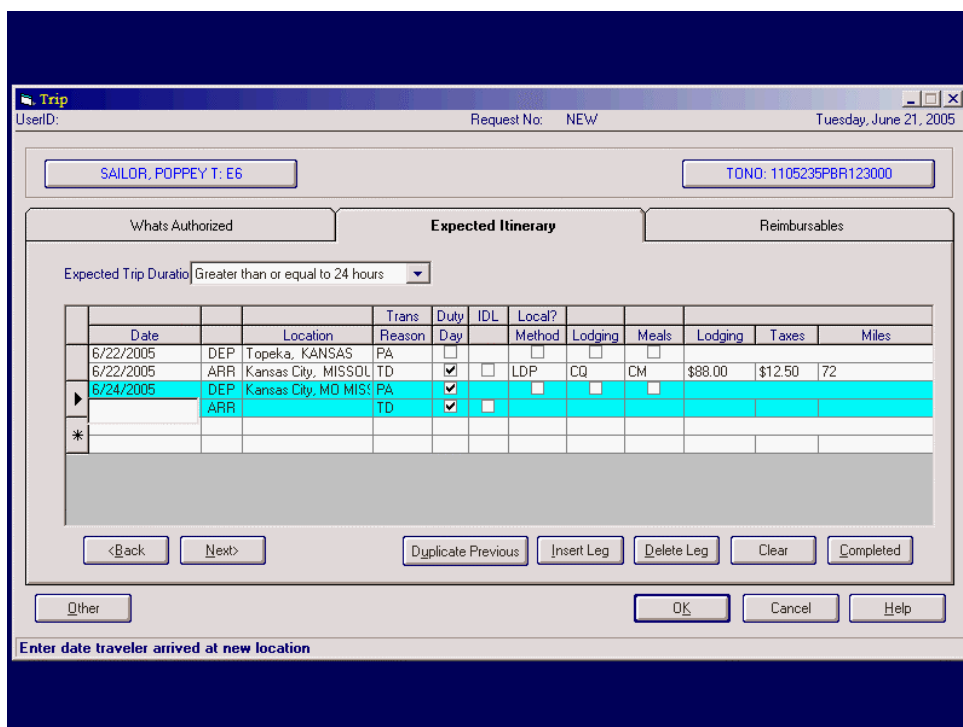


| Step | Action   |
|------|--|
| 33.  | Enter the desired information into the <b>City</b> field.<br>Example “ <b>KANSAS CITY</b> ”.                       |
| 34.  | Press <b>[Tab]</b> .   |
| 35.  | Click the <b>OK</b> button.<br> |



| Step | Action  |
|------|---|
| 36.  | Press <b>[Tab]</b> .  |
| 37.  | Press <b>[Tab]</b> .  |
| 38.  | Press <b>[Tab]</b> .  |
| 39.  | Press <b>[Tab]</b> .  |
| 40.  | Press <b>[Tab]</b> .  |
| 41.  | <b>Note:</b> Occasionally, UTS(T-Pax) will pre-fill this field with the maximum <i>daily</i> per diem rate based on the per diem tables. If your lodging rate is lower, you are able to change the amount.<br>Press <b>[Tab]</b> .  |
| 42.  | This is the daily rate for room taxes based on location and room rate.<br>Enter the desired information into the <b>Taxes</b> field.<br>Example " <b>12.50</b> ".   |
| 43.  | Press <b>[Tab]</b> .  |
| 44.  | UTS(T-Pax) accesses the DTOD website and calculates numerous factors, including major construction, rush hour, direction of travel, etc., and determines the best route. 72 miles is a detour route based on these factors. UTS(T-Pax) then pre-fills this field.<br>Press <b>[Tab]</b> . |
| 45.  | Enter the desired information into the <b>Date</b> field.<br>Example " <b>6/24/05</b> ".  |

| Step | Action       |
|------|--------------|
| 46.  | Press [Tab]. |
| 47.  | Press [Tab]. |
| 48.  | Press [Tab]. |
| 49.  | Press [Tab]. |
| 50.  | Press [Tab]. |



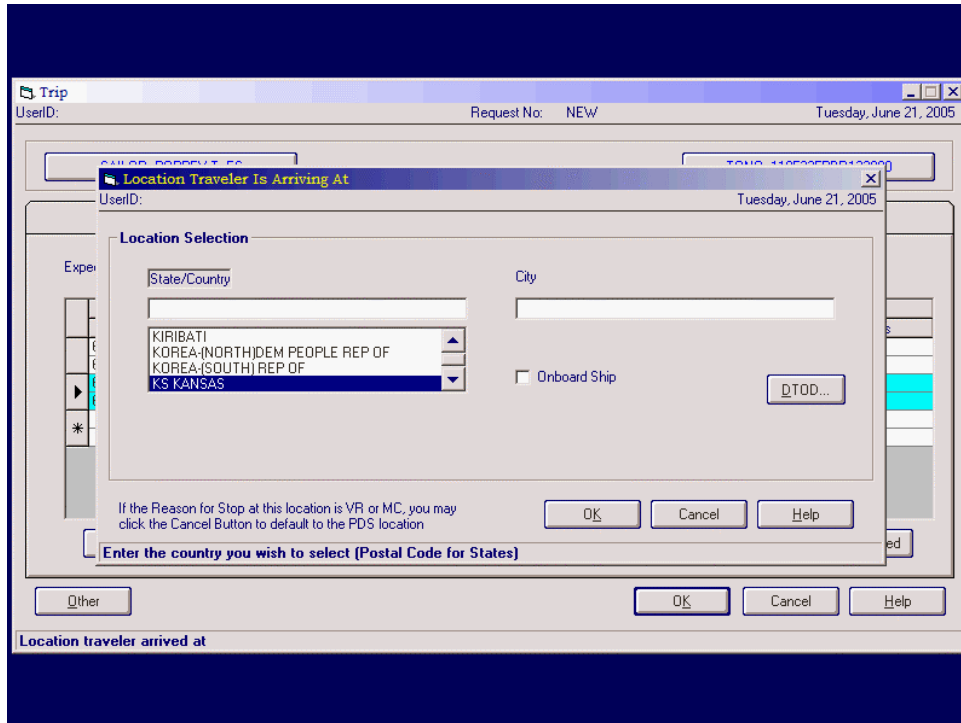
Expected Trip Duration: Greater than or equal to 24 hours

| Date      | Location                | Trans | Duty                                | IDL                      | Local?                   | Method                   | Lodging                  | Meals                    | Lodging | Taxes   | Miles |
|-----------|-------------------------|-------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------|---------|-------|
| 6/22/2005 | DEP Topeka, KANSAS      | PA    | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |         |       |
| 6/22/2005 | ARR Kansas City, MISSOL | TD    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | LDP                      | CQ                       | CM                       | \$88.00 | \$12.50 | 72    |
| 6/24/2005 | DEP Kansas City, MO MIS | PA    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |         |       |
|           | ARR                     | TD    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |         |         |       |

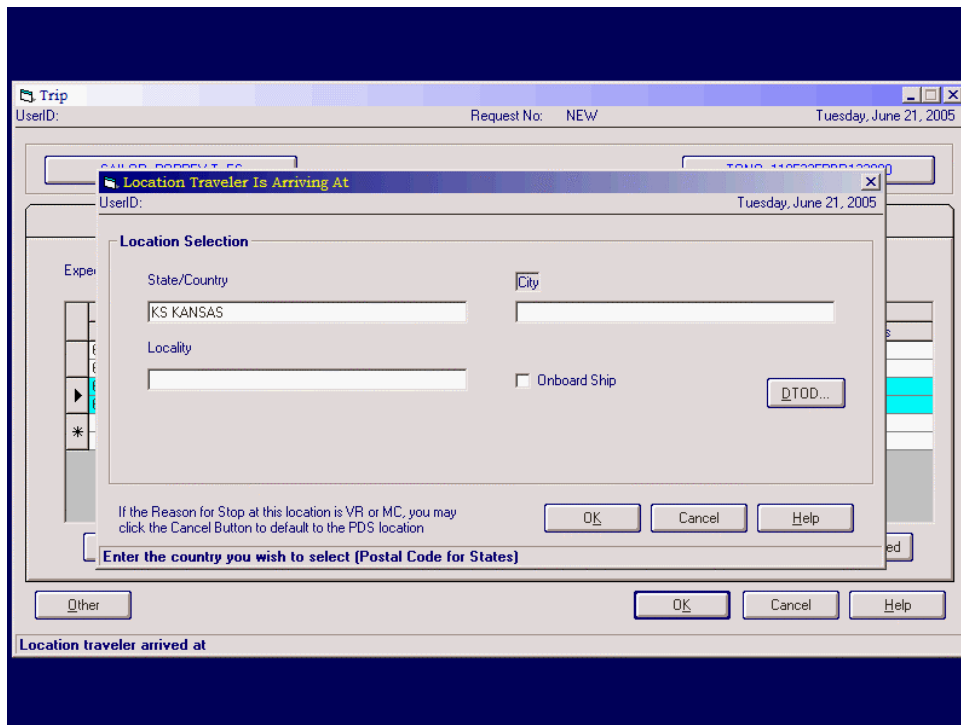
Enter date traveler arrived at new location


| Step | Action   |
|------|--|
| 51.  | Enter the desired information into the <b>Date</b> field.<br>Example " <b>6/24/05</b> ". |

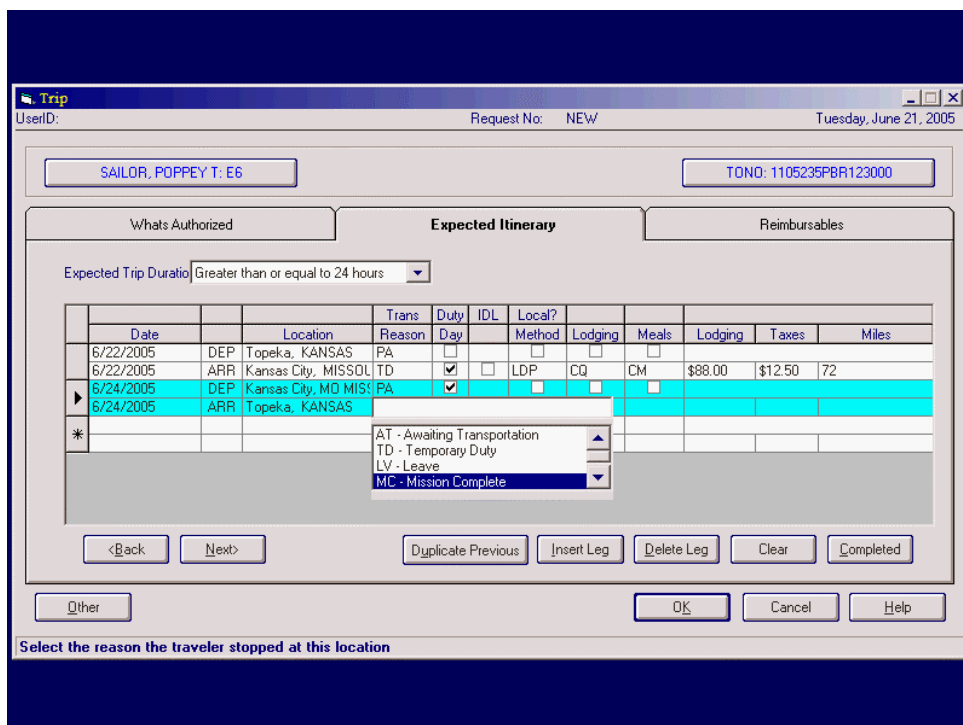


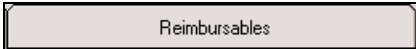



| Step | Action   |
|------|--|
| 52.  | Enter the desired information into the <b>State/Country</b> field.<br>Example “ <b>KS</b> ”. |

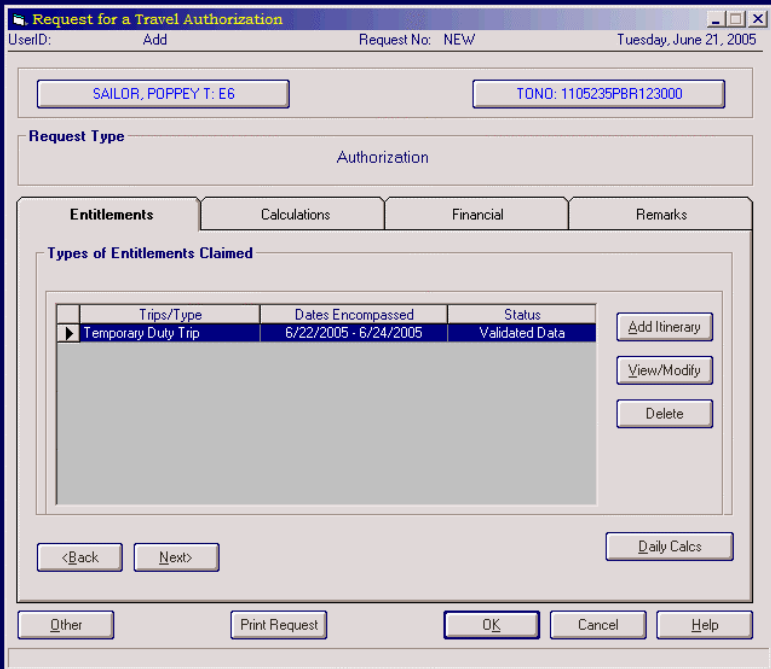


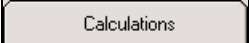
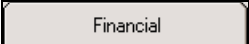
| Step | Action   |
|------|--|
| 53.  | Enter the desired information into the <b>City</b> field.<br>Example " <b>TOPEKA</b> ".                          |
| 54.  | Press <b>[Tab]</b> .   |
| 55.  | Press <b>[Tab]</b> .   |
| 56.  | Click the <b>OK</b> button.<br> |

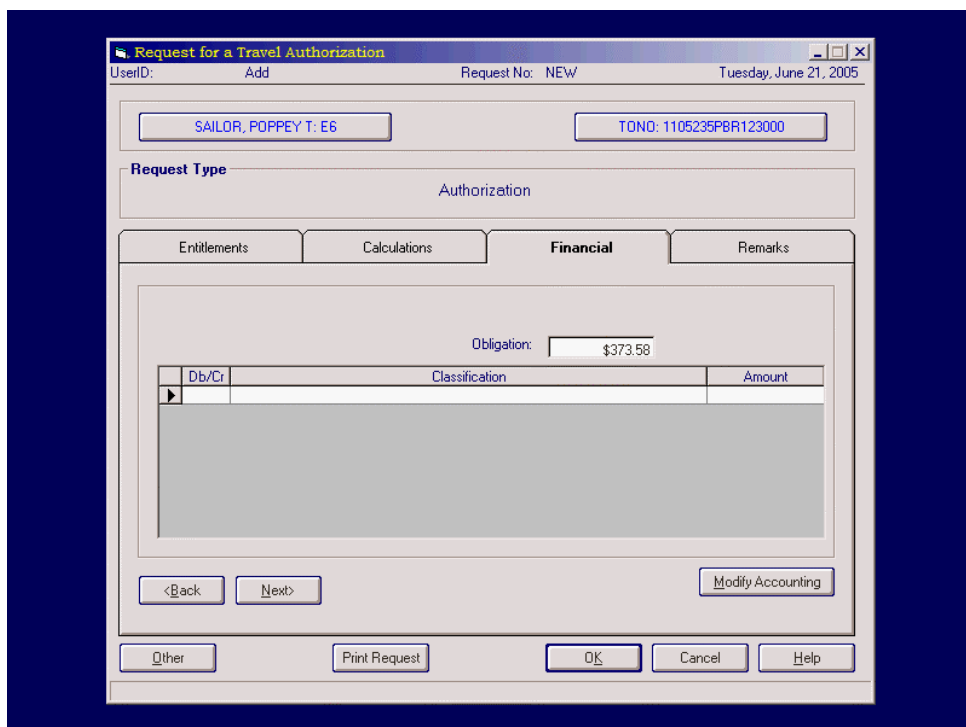



| Step | Action   |
|------|--|
| 57.  | Enter the desired information into the <b>Reason</b> field.<br>Example " <b>MC</b> ".  |
| 58.  | Press <b>[Tab]</b> .   |
| 59.  | Note the mileage difference. The DTOD website calculates numerous factors, including major construction, rush hour, etc., and determines the best route. 72 miles is a detour route based on these factors, including the direction of travel. 64 miles is the most 'direct' route, and for the return trip is best.<br>Click the <b>Reimbursables</b> tab.<br> |
| 60.  | Enter the desired information into the <b>Nature of Expense</b> field.   |

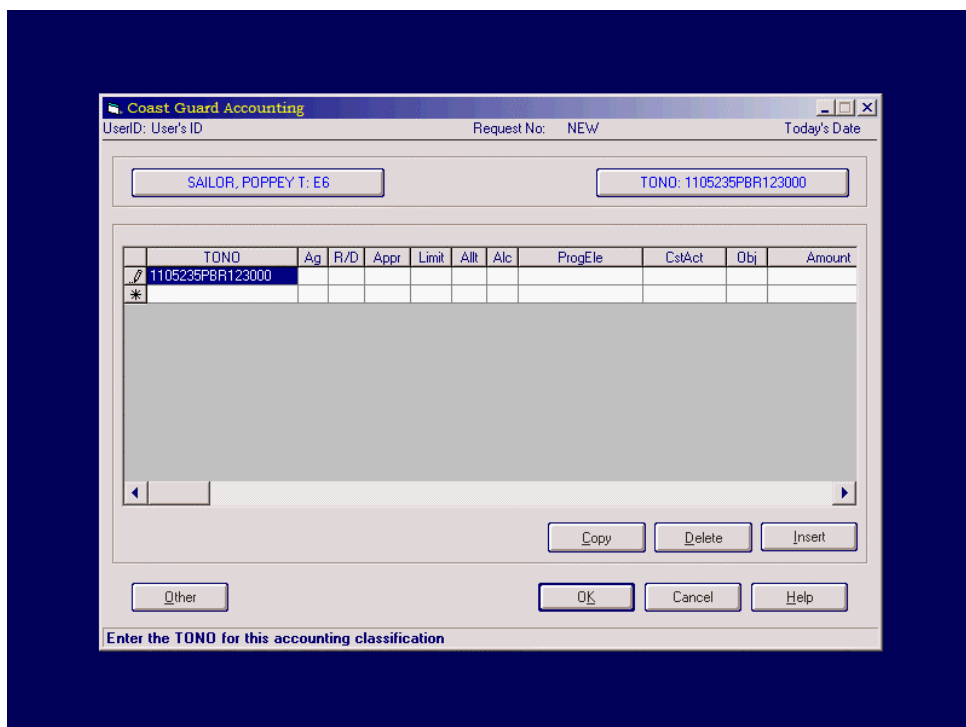
| Step | Action   |
|------|--|
|      | Example “ <b>TOLLS</b> ”.  |
| 61.  | Press <b>[Tab]</b> .   |
| 62.  | Enter the desired information into the <b>Amount</b> field.<br>Example “ <b>4.50</b> ”.                          |
| 63.  | Press <b>[Tab]</b> .   |
| 64.  | Click the <b>OK</b> button.<br> |



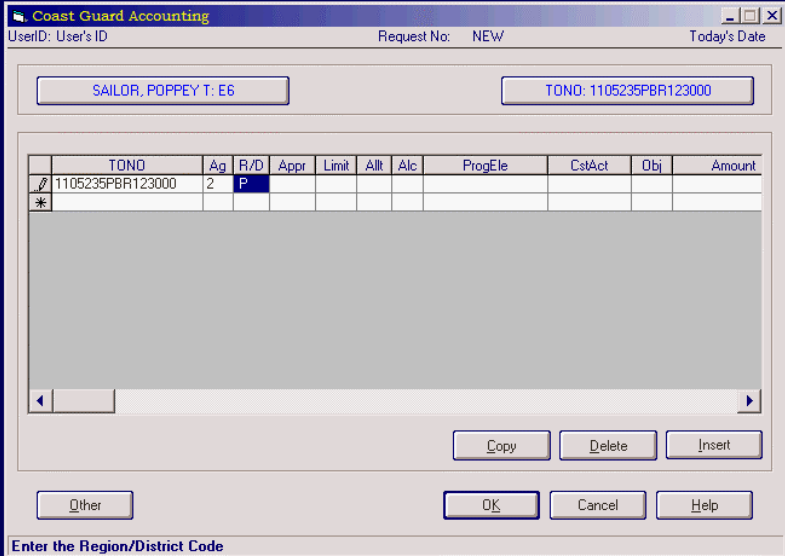
| Step | Action  |
|------|---|
| 65.  | Click the <b>Calculations</b> tab.<br> |
| 66.  | Click the <b>Financial</b> tab.<br>    |



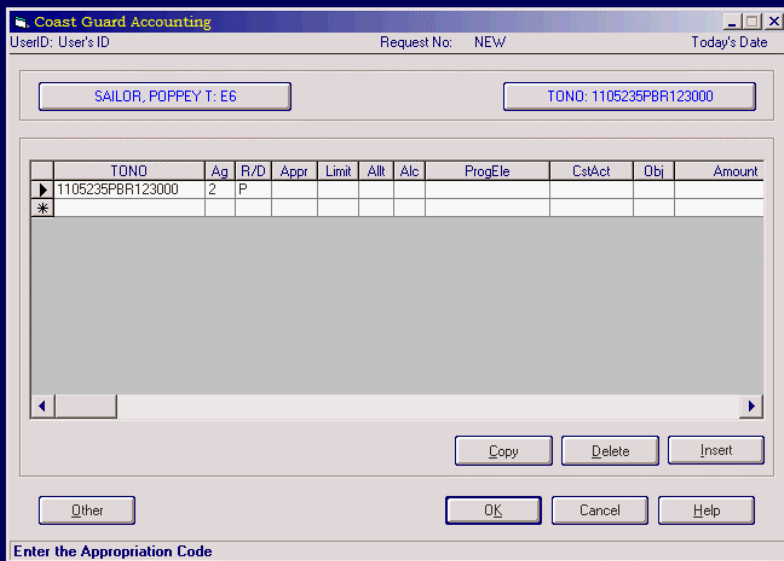
| Step | Action  |
|------|---|
| 67.  | Click the <b>Modify Accounting</b> button.<br> |



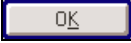
| Step | Action  |
|------|---|
| 68.  | Click the <b>TONO</b> field.<br><b>1105235PBR123000</b>                           |
| 69.  | Press <b>[Tab]</b> .  |
| 70.  | Enter the desired information into the <b>R/D</b> field.<br>Example " <b>P</b> ". |

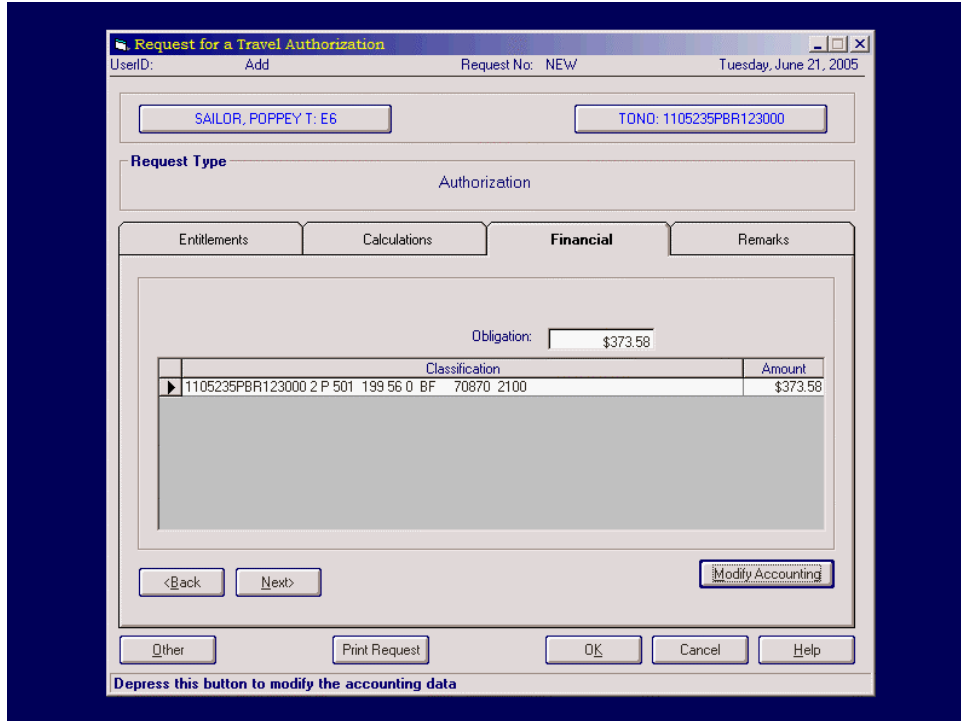


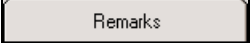

| Step | Action               |
|------|----------------------|
| 71.  | Press <b>[Tab]</b> . |

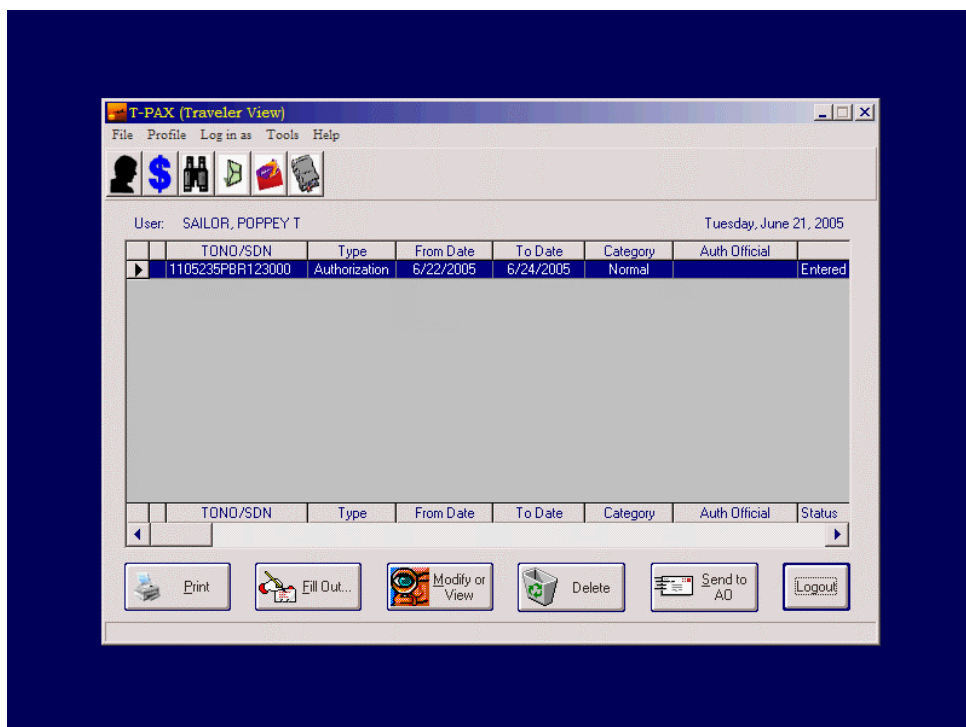



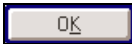
| Step | Action   |
|------|--|
| 72.  | Enter the desired information into the <b>Appr</b> field.<br>Example " <b>501</b> ".     |
| 73.  | Press <b>[Tab]</b> .   |
| 74.  | Enter the desired information into the <b>Limit</b> field.<br>Example " <b>199</b> ".    |
| 75.  | Press <b>[Tab]</b> .   |
| 76.  | Enter the desired information into the <b>Allt</b> field.<br>Example " <b>56</b> ".      |
| 77.  | Press <b>[Tab]</b> .   |
| 78.  | Enter the desired information into the <b>ProgEle</b> field.<br>Example " <b>BF</b> ".   |
| 79.  | Press <b>[Tab]</b> .   |
| 80.  | Enter the desired information into the <b>CstAct</b> field.<br>Example " <b>70870</b> ". |
| 81.  | Press <b>[Tab]</b> .   |
| 82.  | Enter the desired information into the field.<br>Example " <b>2100</b> ".                |
| 83.  | Press <b>[Tab]</b> .   |

| Step | Action   |
|------|--|
| 84.  | Click the <b>OK</b> button.<br> |

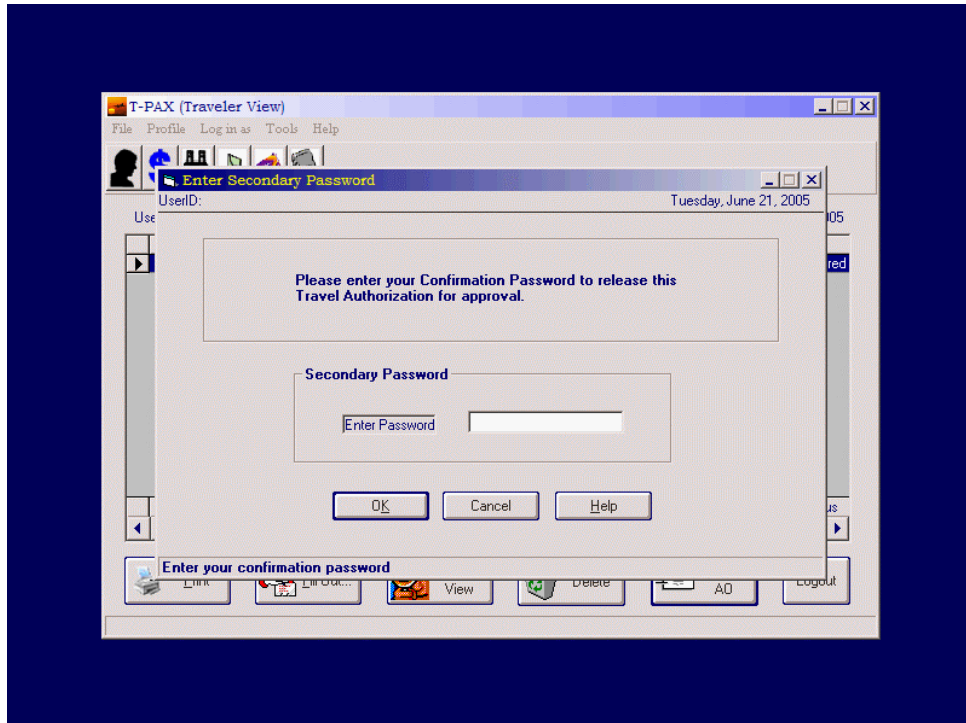


| Step | Action   |
|------|--|
| 85.  | Click the <b>Remarks</b> tab.<br> |
| 86.  | Any remarks added in this field will appear on the orders.<br>Press <b>[Tab]</b> .                                   |
| 87.  | Click the <b>OK</b> button.<br>   |

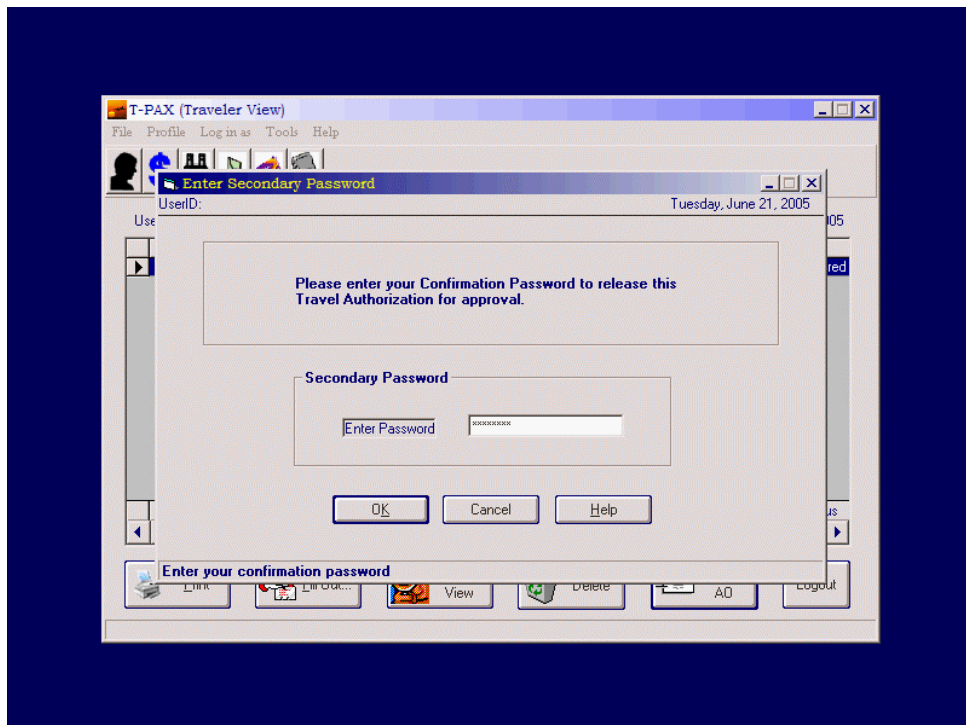


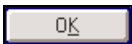
| Step | Action   |
|------|--|
| 88.  | Click the <b>Send to AO</b> button.<br>   |
| 89.  | Since Mr. Duck has been designated as the 'default' AO, he automatically fills this field.<br>Click the <b>OK</b> button.<br> |

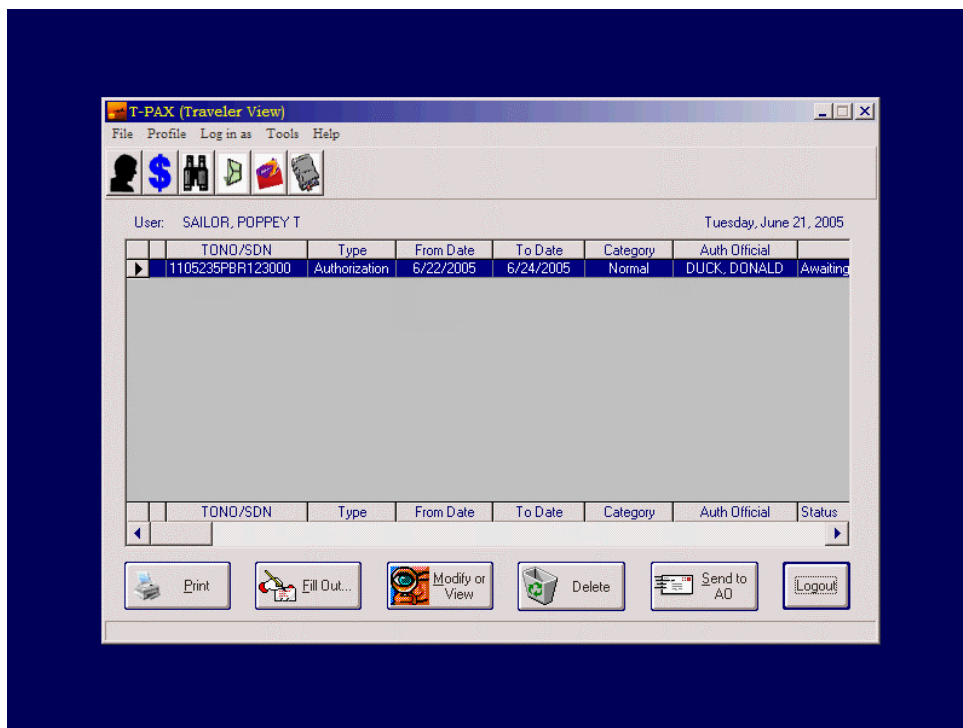





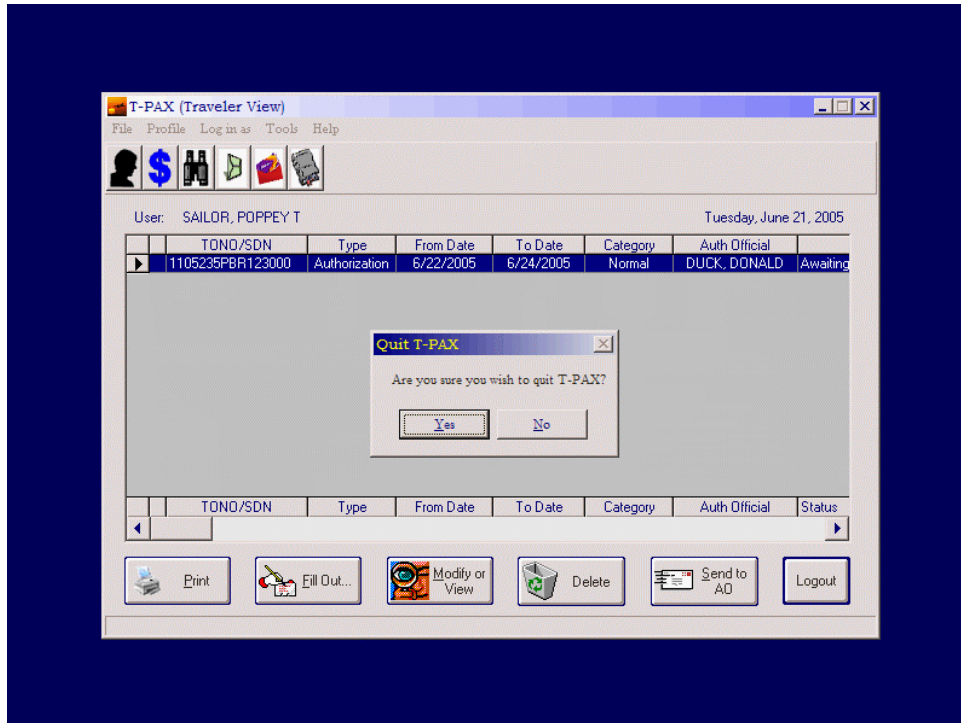
| Step | Action  |
|------|---|
| 90.  | Enter the desired information into the field.<br>Example “ <b>1234ABCD</b> ”. |

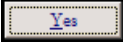


| Step | Action   |
|------|--|
| 91.  | Click the <b>OK</b> button.<br> |



| Step | Action   |
|------|--|
| 92.  | Click the <b>Logout</b> button.<br> |



| Step | Action   |
|------|--|
| 93.  | Click the <b>Yes</b> button.<br><br>or Press <b>[Alt+Y]</b> .             |
| 94.  | Congratulations for completing the Enter New Orders tutorial.<br>Click the icons below to view in depth policies and procedures.<br><b>End of Procedure.</b> |



Please refer to: <https://secureapp2.hqda.pentagon.mil/perdiem/trvregs.html>

## Requesting a Travel Advance

**Usage:** When a members travel, they can request advanced funds based on estimated expenses.

Please refer to: <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>

## Procedure

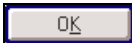
This tutorial provides the necessary skills to request an Advance of Travel Funds.

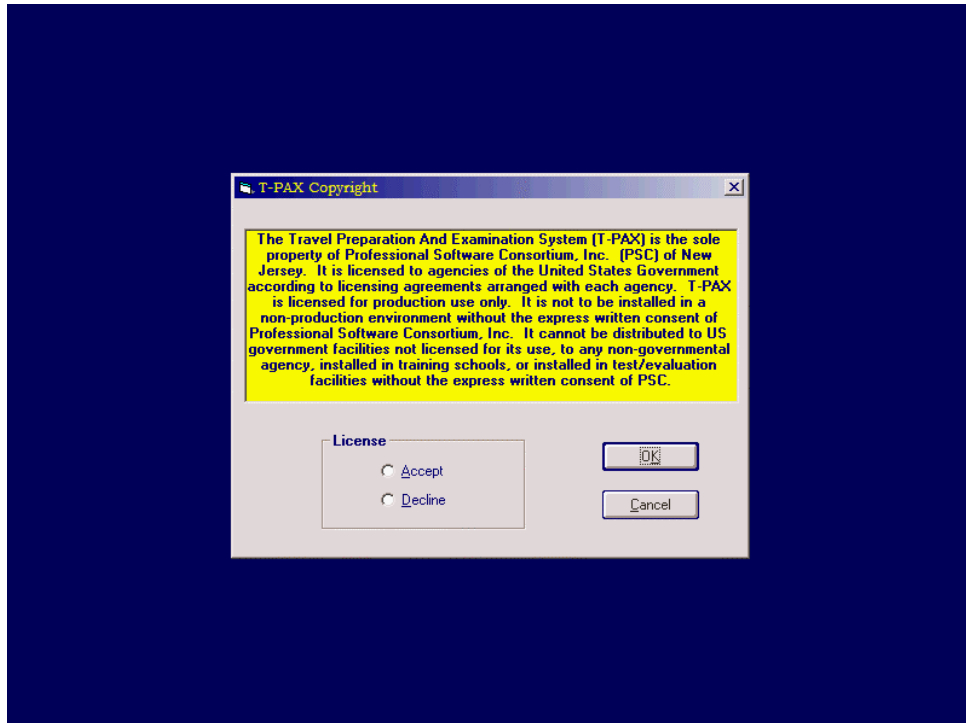
Required information:

EMPLID

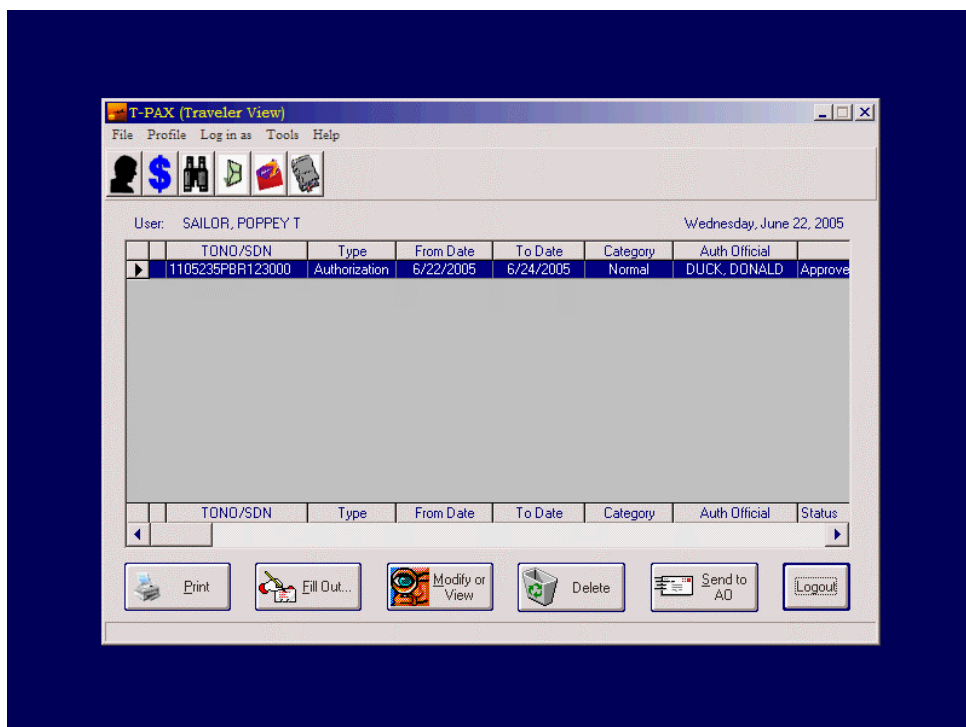
TONO


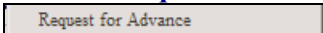


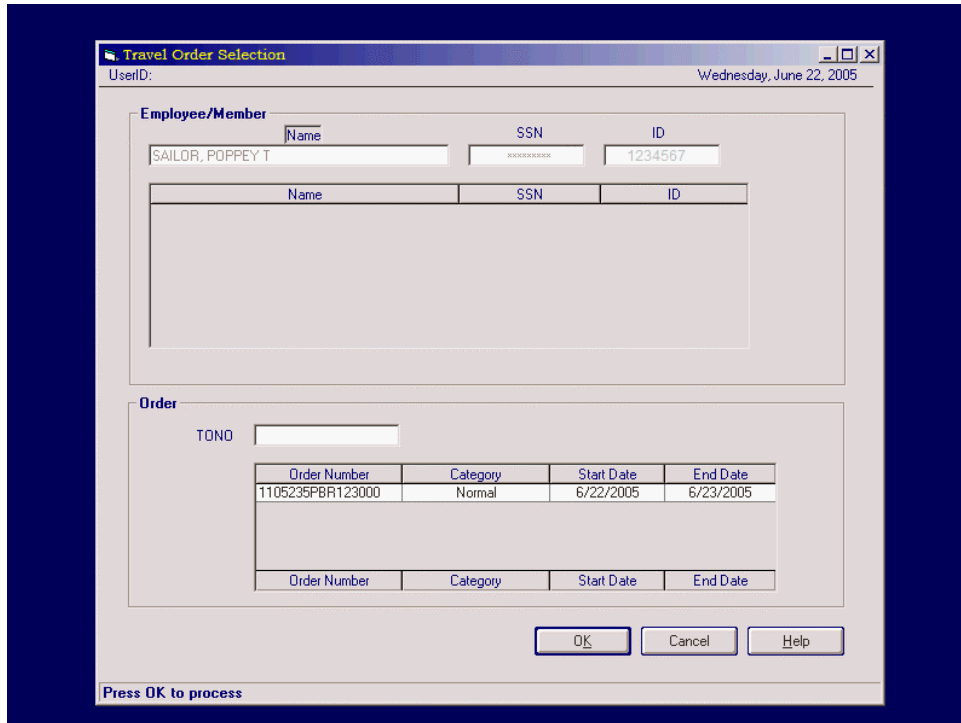
| Step | Action   |
|------|--|
| 1.   | Enter the desired information into the <b>User ID</b> field.<br>Example " <b>1234567</b> ".                        |
| 2.   | Press <b>[Tab]</b> .   |
| 3.   | Enter the desired information into the <b>Password</b> field.<br>Example " <b>ABCD1234</b> ".                      |
| 4.   | Click the <b>OK</b> button.<br> |



| Step | Action   |
|------|--|
| 5.   | Click the <b>Accept</b> option.<br><div> <input checked="" type="radio"/> <b>Accept</b> </div> or Press <b>[Alt+A]</b> . |
| 6.   | Click the <b>OK</b> button.<br><div> <input type="button" value="OK"/> </div>  |



| Step | Action  |
|------|---|
| 7.   | Click the <b>Fill Out</b> button.<br>          |
| 8.   | Click the <b>Request for Advance</b> menu.<br> |



**Travel Order Selection**

UserID: Wednesday, June 22, 2005

**Employee/Member**

Name: SAILOR, POPPEY T      SSN: xxxxxxxx      ID: 1234567

| Name | SSN | ID |
|------|-----|----|
|      |     |    |

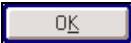
**Order**

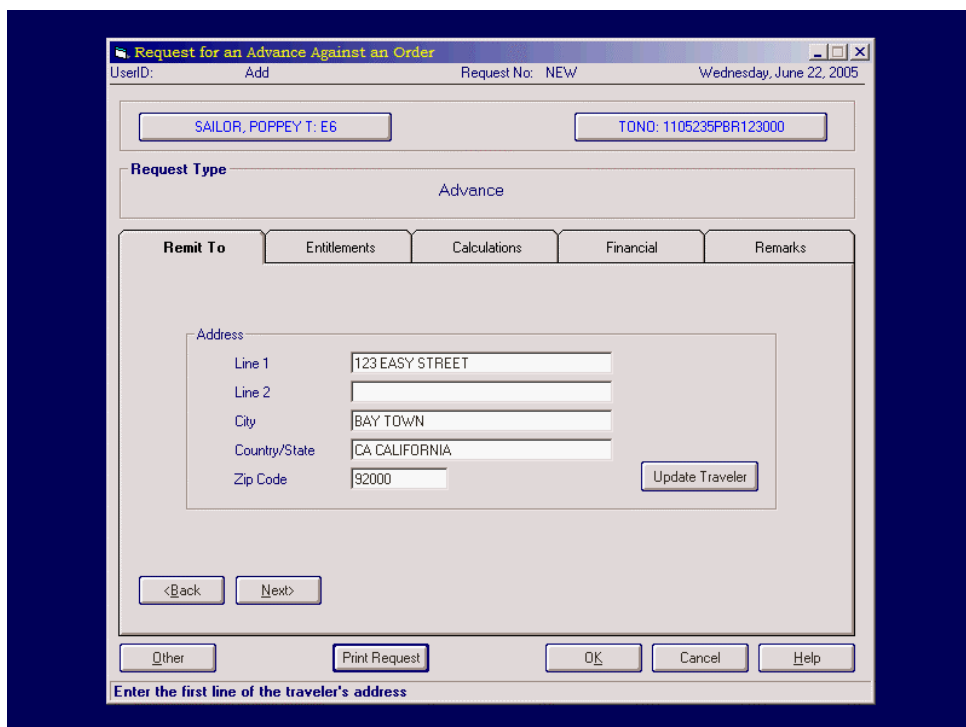
TONO:

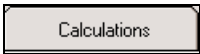

| Order Number     | Category | Start Date | End Date  |
|------------------|----------|------------|-----------|
| 1105235P8R123000 | Normal   | 6/22/2005  | 6/23/2005 |
|                  |          |            |           |

OK Cancel Help

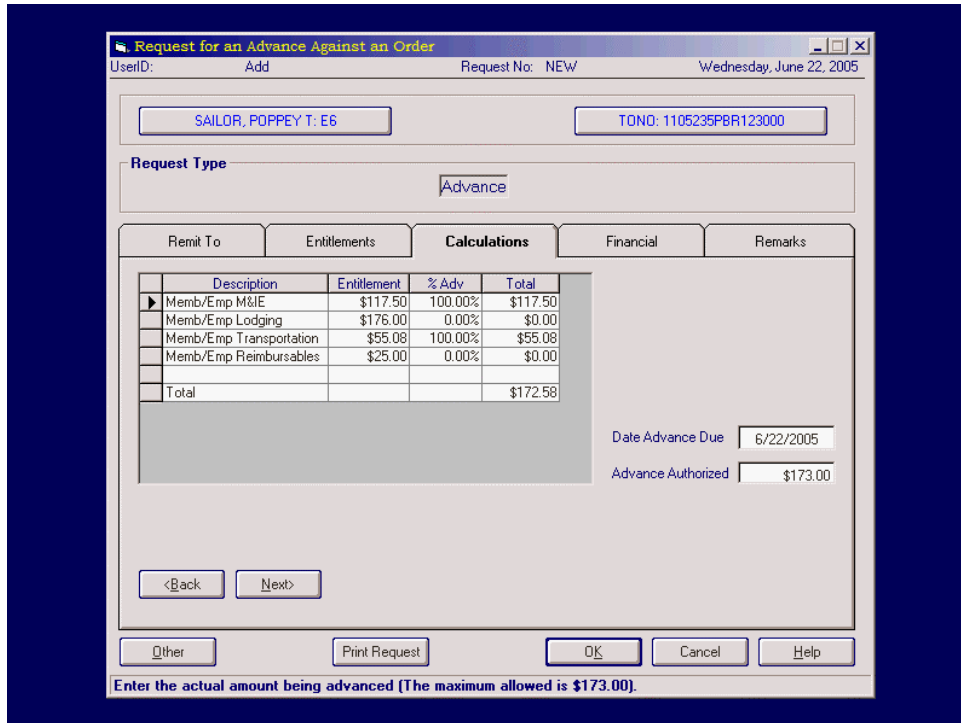
Press OK to process

| Step | Action   |
|------|--|
| 9.   | Select the desired set of orders from the <b>Order Number</b> list.  |
| 10.  | Click the <b>OK</b> button.<br> |



| Step | Action   |
|------|--|
| 11.  | Click the <b>Calculations</b> tab.<br>  |
| 12.  | Click in the <b>Advance Authorized</b> field.<br>   |
| 13.  | The note the bottom of the screen provides the <b>maximum advance authorized</b> . Enter the desired information into the <b>Advance Authorized</b> field.<br>Example " <b>173.00</b> ". |





**Request for an Advance Against an Order**  
 UserID: Add Request No: NEW Wednesday, June 22, 2005

SAILOR, POPPEY T: E6 TOND: 1105235PBR123000

**Request Type**  
 Advance

| Remit To                | Entitlements  | Calculations | Financial       | Remarks |       |               |          |         |          |                  |          |       |        |                         |         |         |         |                        |         |       |        |              |  |  |                 |  |  |  |
|-------------------------|---|--------------|-----------------|---------|-------|---------------|----------|---------|----------|------------------|----------|-------|--------|-------------------------|---------|---------|---------|------------------------|---------|-------|--------|--------------|--|--|-----------------|--|--|--|
|                         | <table border="1"> <thead> <tr> <th>Description</th> <th>Entitlement</th> <th>% Adv</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp M&amp;IE</td> <td>\$117.50</td> <td>100.00%</td> <td>\$117.50</td> </tr> <tr> <td>Memb/Emp Lodging</td> <td>\$176.00</td> <td>0.00%</td> <td>\$0.00</td> </tr> <tr> <td>Memb/Emp Transportation</td> <td>\$55.08</td> <td>100.00%</td> <td>\$55.08</td> </tr> <tr> <td>Memb/Emp Reimbursables</td> <td>\$25.00</td> <td>0.00%</td> <td>\$0.00</td> </tr> <tr> <td><b>Total</b></td> <td></td> <td></td> <td><b>\$172.58</b></td> </tr> </tbody> </table> | Description  | Entitlement     | % Adv   | Total | Memb/Emp M&IE | \$117.50 | 100.00% | \$117.50 | Memb/Emp Lodging | \$176.00 | 0.00% | \$0.00 | Memb/Emp Transportation | \$55.08 | 100.00% | \$55.08 | Memb/Emp Reimbursables | \$25.00 | 0.00% | \$0.00 | <b>Total</b> |  |  | <b>\$172.58</b> |  |  |  |
| Description             | Entitlement   | % Adv        | Total           |         |       |               |          |         |          |                  |          |       |        |                         |         |         |         |                        |         |       |        |              |  |  |                 |  |  |  |
| Memb/Emp M&IE           | \$117.50  | 100.00%      | \$117.50        |         |       |               |          |         |          |                  |          |       |        |                         |         |         |         |                        |         |       |        |              |  |  |                 |  |  |  |
| Memb/Emp Lodging        | \$176.00  | 0.00%        | \$0.00          |         |       |               |          |         |          |                  |          |       |        |                         |         |         |         |                        |         |       |        |              |  |  |                 |  |  |  |
| Memb/Emp Transportation | \$55.08   | 100.00%      | \$55.08         |         |       |               |          |         |          |                  |          |       |        |                         |         |         |         |                        |         |       |        |              |  |  |                 |  |  |  |
| Memb/Emp Reimbursables  | \$25.00   | 0.00%        | \$0.00          |         |       |               |          |         |          |                  |          |       |        |                         |         |         |         |                        |         |       |        |              |  |  |                 |  |  |  |
| <b>Total</b>            |   |              | <b>\$172.58</b> |         |       |               |          |         |          |                  |          |       |        |                         |         |         |         |                        |         |       |        |              |  |  |                 |  |  |  |

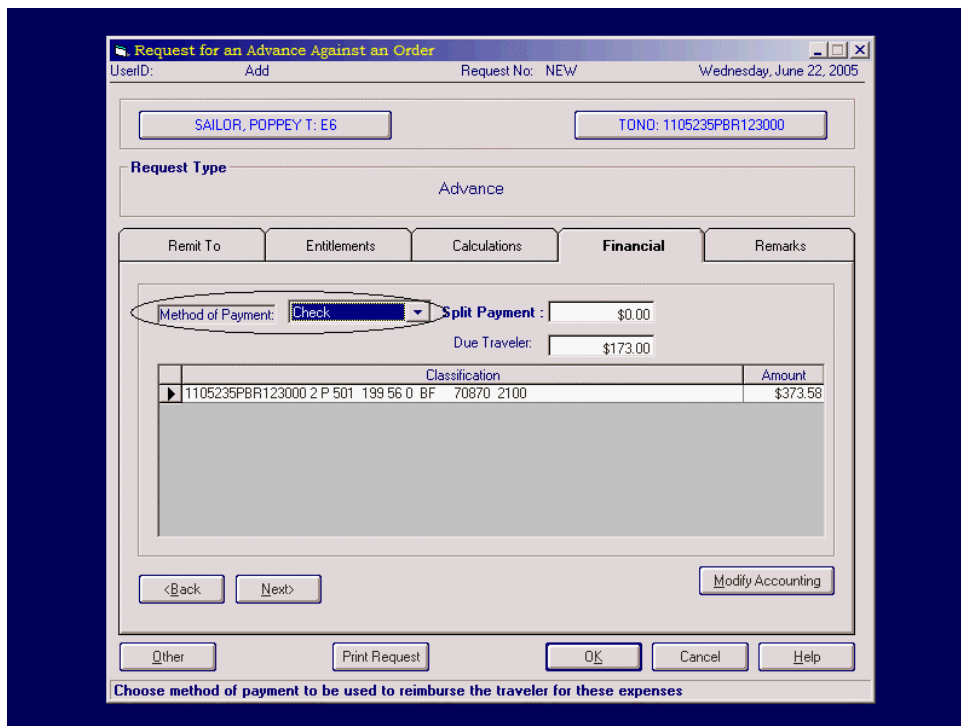
Date Advance Due: 6/22/2005  
 Advance Authorized: \$173.00

<Back Next>

Other Print Request OK Cancel Help

Enter the actual amount being advanced (The maximum allowed is \$173.00).

| Step | Action  |
|------|---|
| 14.  | Click the <b>Financial</b> tab.<br><div>Financial</div> |



**Request for an Advance Against an Order**  
 UserID: Add Request No: NEW Wednesday, June 22, 2005

SAILOR, POPPEY T: E6 TOND: 1105235PBR123000

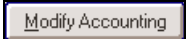
**Request Type**  
 Advance

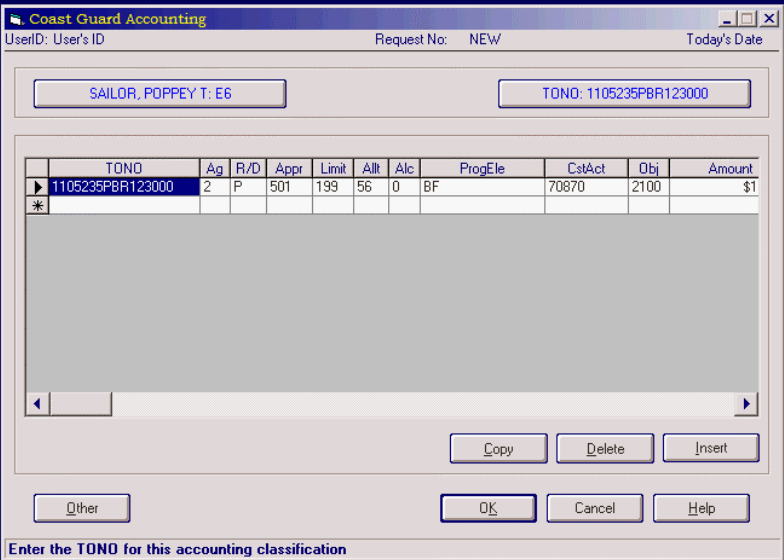
| Remit To  | Entitlements | Calculations | Financial  | Remarks        |        |   |          |  |
|---|--------------|--------------|--|----------------|--------|---|----------|--|
|   |              |              | <div>           Method of Payment: Check Split Payment: \$0.00<br/>           Due Traveler: \$173.00         </div> <table border="1"> <thead> <tr> <th>Classification</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1105235PBR123000 2 P 501 199 56 0 BF 70870 2100</td> <td>\$373.58</td> </tr> </tbody> </table> | Classification | Amount | 1105235PBR123000 2 P 501 199 56 0 BF 70870 2100 | \$373.58 |  |
| Classification                                  | Amount       |              |  |                |        |   |          |  |
| 1105235PBR123000 2 P 501 199 56 0 BF 70870 2100 | \$373.58     |              |  |                |        |   |          |  |



<Back Next> Modify Accounting

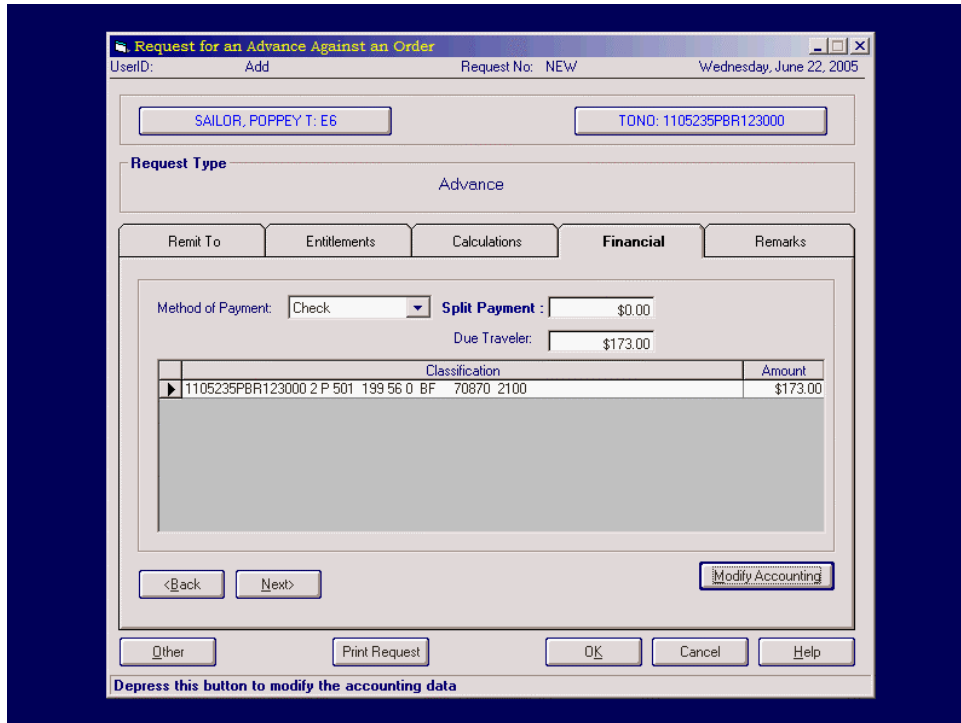
Other Print Request OK Cancel Help

Choose method of payment to be used to reimburse the traveler for these expenses

| Step | Action  |
|------|---|
| 15.  | <p>The <b>Method of Payment</b> does not need to be changed as the system will default to EFT.<br/>Click the <b>Modify Accounting</b> button.</p>  |



| Step | Action   |
|------|--|
| 16.  | <p>Click the <b>Horizontal scrollbar</b> scrollbar.</p>           |
| 17.  | <p>Verify the dollar amount.<br/>Click the <b>OK</b> button.</p>  |



Request for an Advance Against an Order

UserID: Add Request No: NEW Wednesday, June 22, 2005

SAILOR, POPPEY T: E6 TOND: 1105235PBR123000

Request Type: Advance

Remit To Entitlements Calculations **Financial** Remarks

Method of Payment: Check Split Payment: \$0.00

Due Traveler: \$173.00

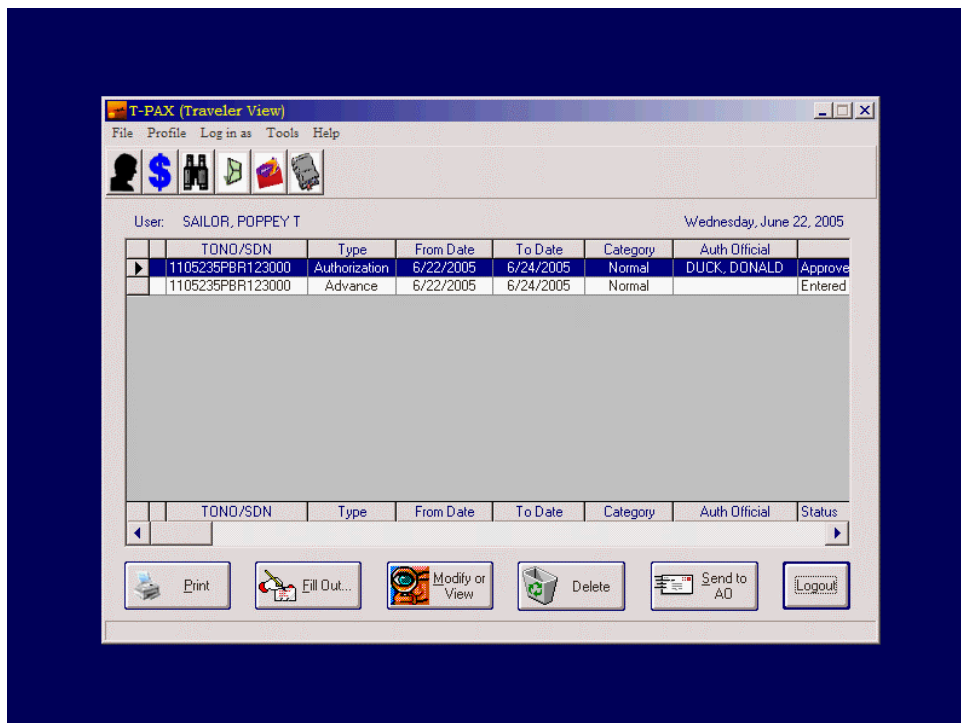
| Classification                                  | Amount   |
|---|----------|
| 1105235PBR123000 2 P 501 199 56 0 BF 70870 2100 | \$173.00 |

<Back Next> Modify Accounting

Other Print Request OK Cancel Help

Depress this button to modify the accounting data

| Step | Action                      |
|------|-----------------------------|
| 18.  | Click the <b>OK</b> button. |



T-PAX (Traveler View)

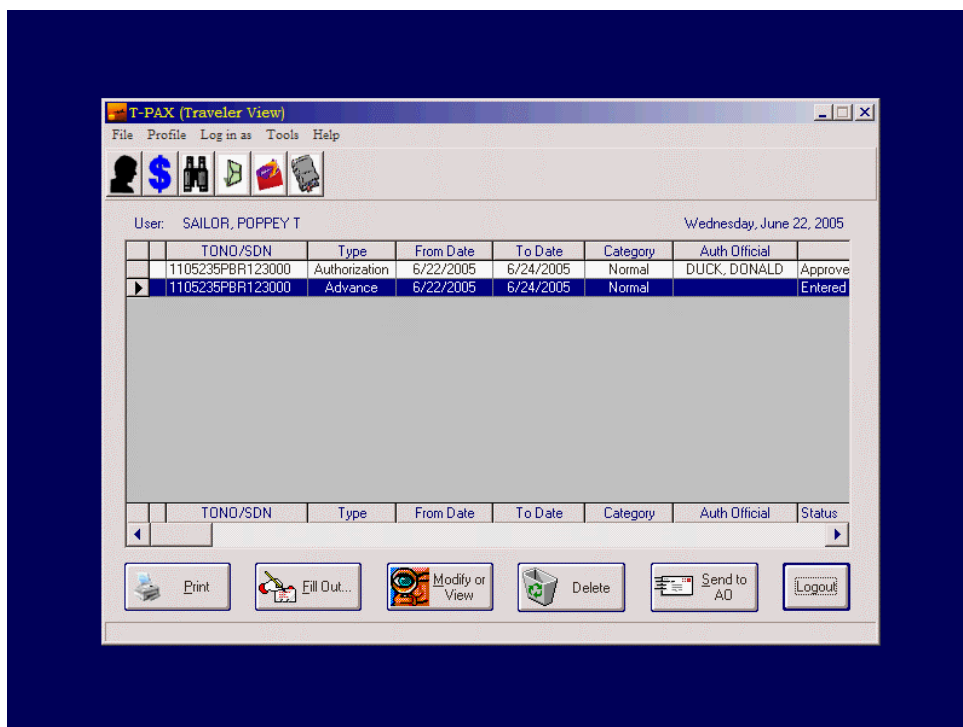
File Profile Log in as Tools Help

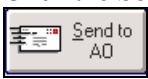
User: SAILOR, POPPEY T Wednesday, June 22, 2005

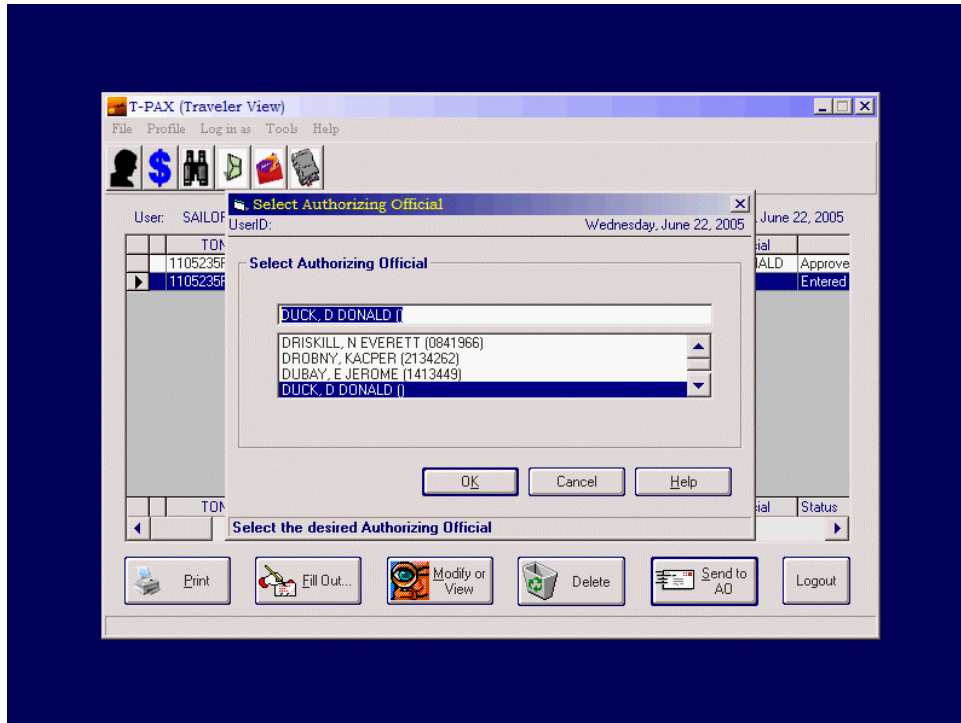
| TOND/SDN         | Type          | From Date | To Date   | Category | Auth Official | Status  |
|------------------|---------------|-----------|-----------|----------|---------------|---------|
| 1105235PBR123000 | Authorization | 6/22/2005 | 6/24/2005 | Normal   | DUCK, DONALD  | Approve |
| 1105235PBR123000 | Advance       | 6/22/2005 | 6/24/2005 | Normal   |               | Entered |


Print Fill Out... Modify or View Delete Send to AD Logout

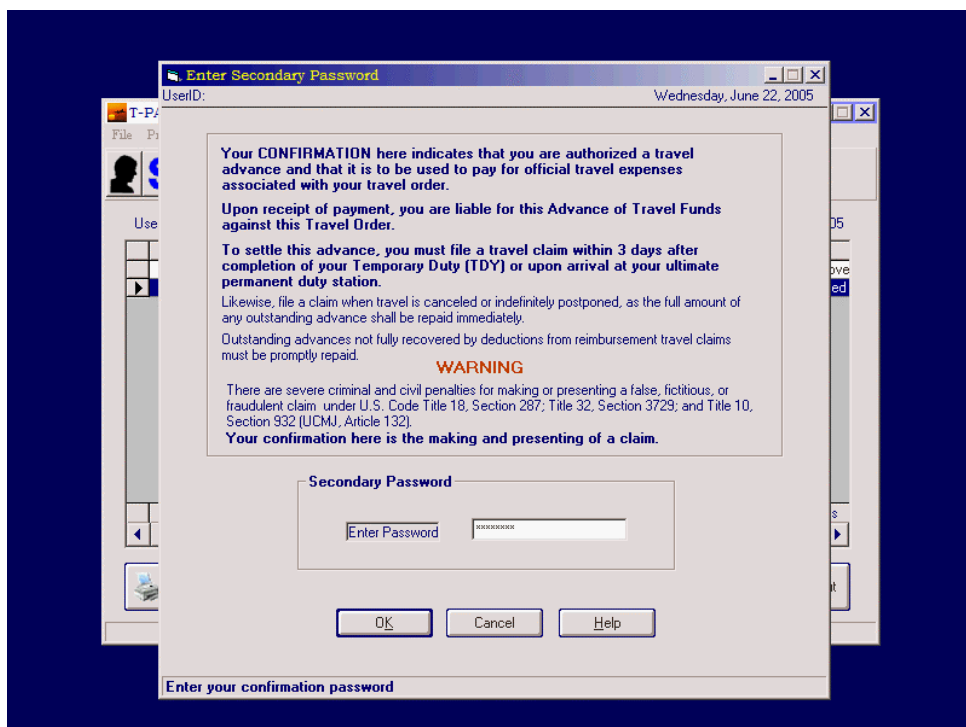
| Step | Action  |
|------|---|
| 19.  | Click an entry in the list.<br>Click on the <b>Advance</b> request. |



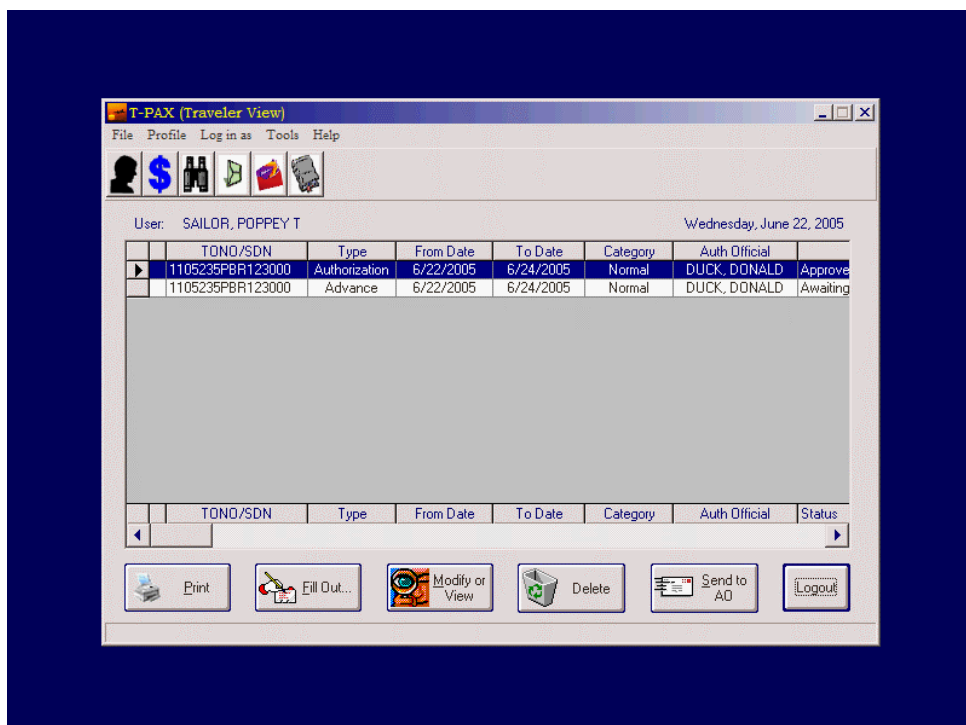
| Step | Action   |
|------|--|
| 20.  | Click the <b>Send to AO</b> button.<br> |




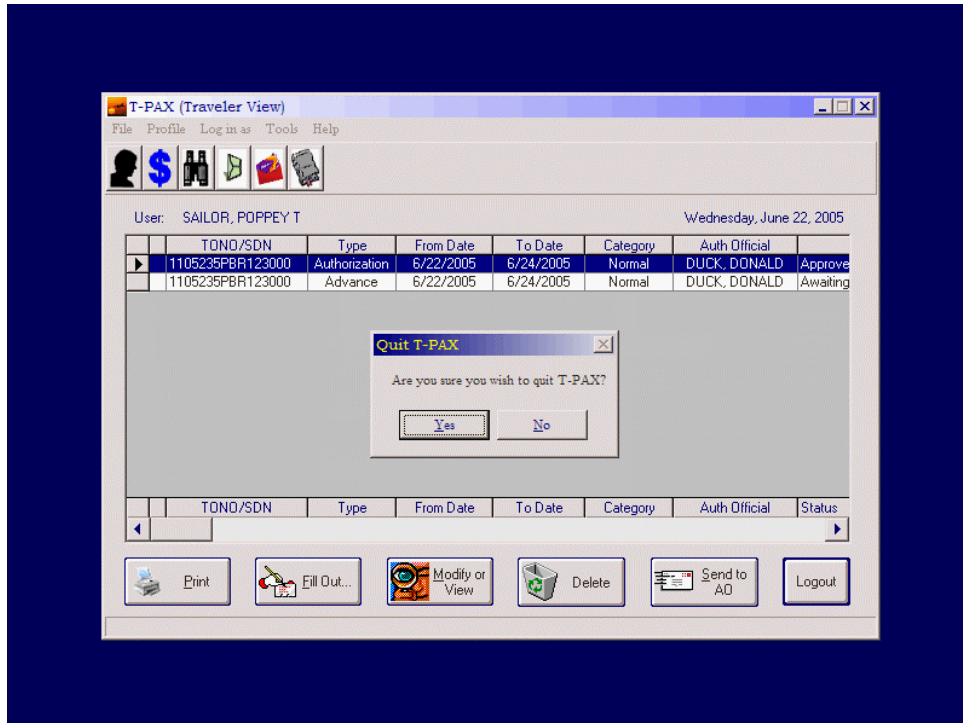
| Step | Action   |
|------|--|
| 21.  | Click the <b>OK</b> button.<br> |
| 22.  | Enter the desired information into the <b>Enter Password</b> field.<br>Example " <b>1234ABCD</b> ".                |




| Step | Action                      |
|------|-----------------------------|
| 23.  | Click the <b>OK</b> button. |



| Step | Action   |
|------|--|
| 24.  | Click the <b>Logout</b> button.<br> |



| Step | Action  |
|------|---|
| 25.  | Click the <b>Yes</b> button.<br><br>or Press <b>[Alt+Y]</b> .                |
| 26.  | Congratulations for completing the Request for Advance tutorial.<br>Click the icons below to view in depth policies and procedures.<br><b>End of Procedure.</b> |

 Please refer to: <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>

## Completing a New Travel Claim

**Usage:** Travel claims allow reimbursement for Coast Guard ordered travel. Only TDY travel claims can be entered electronically.

**Approval:** All Coast Guard Personnel are authorized to enter UTS travel claims. An Approving Official (AO) must review and approve the claim before transmitting the settlement.

**Tips:** PCS travel claims must be mailed to PSC Topeka for processing.

Claims processed via UTS must be retained by the member for 6 years 3 months.

Please refer to: <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>

## Procedure

This tutorial provides the necessary skills to complete a new travel claim.

### Required Information:

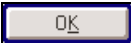
EMPLID

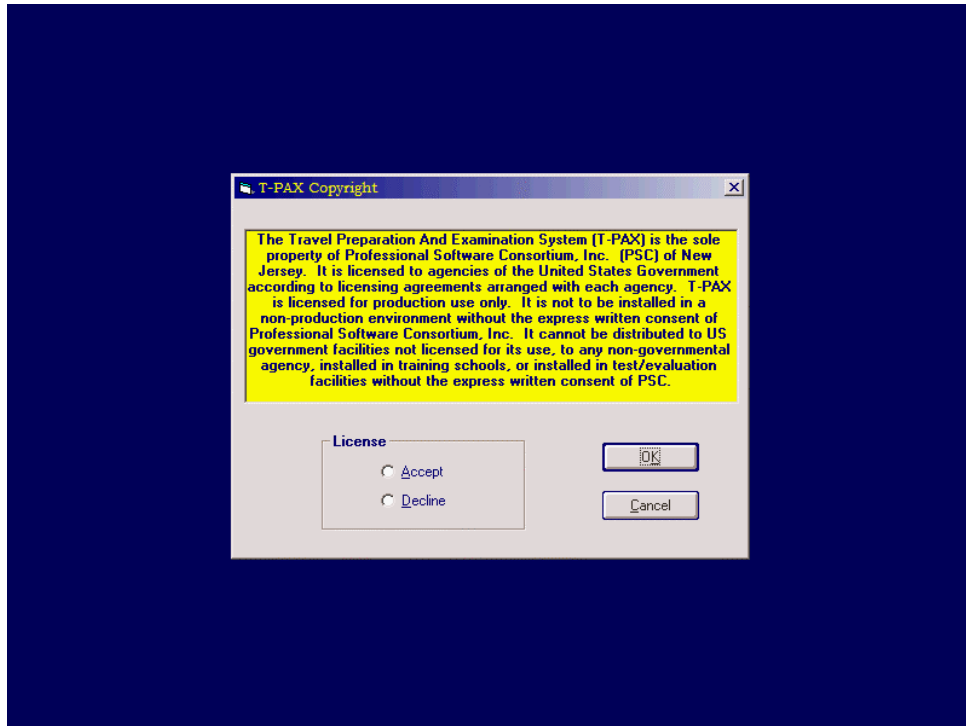
TONO


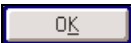


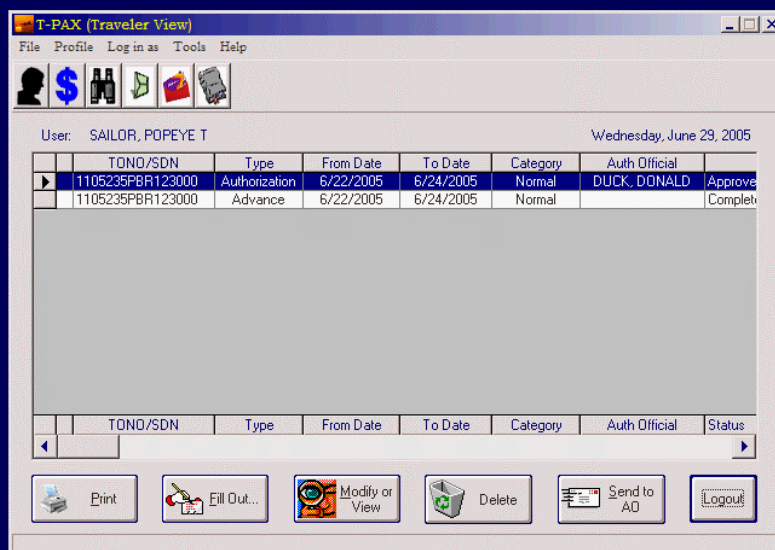
| Step | Action  |
|------|---|
| 1.   | Enter the desired information into the <b>User ID</b> field.<br>Example " <b>1234567</b> ".   |
| 2.   | Enter the desired information into the <b>Password</b> field.<br>Example " <b>abcd1234</b> ". |
| 3.   | Click the <b>OK</b> button.   |




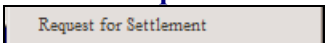
| Step | Action  |
|------|---|
|      |  |

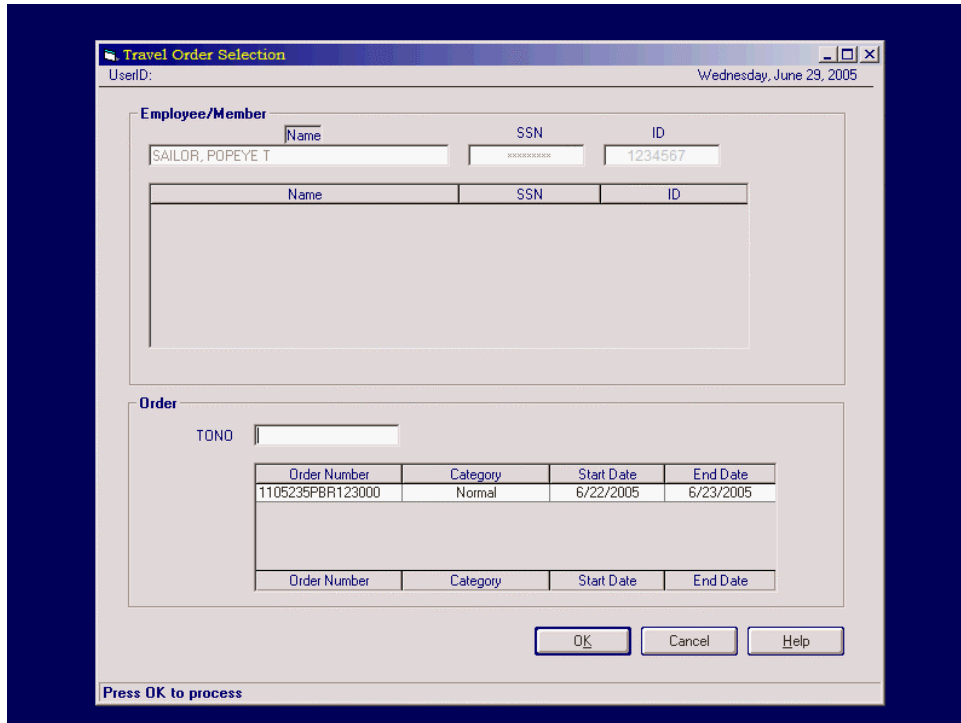


| Step | Action  |
|------|---|
| 4.   | Click the <b>Accept</b> option.<br><br>or Press <b>[Alt+A]</b> . |
| 5.   | Click the <b>OK</b> button.<br>                                  |



| TONO/SDN         | Type          | From Date | To Date   | Category | Auth Official | Status   |
|------------------|---------------|-----------|-----------|----------|---------------|----------|
| 1105235PBR123000 | Authorization | 6/22/2005 | 6/24/2005 | Normal   | DUCK, DONALD  | Approve  |
| 1105235PBR123000 | Advance       | 6/22/2005 | 6/24/2005 | Normal   |               | Complete |

| Step | Action   |
|------|--|
| 6.   | Click the <b>Fill Out</b> button.<br>             |
| 7.   | Click the <b>Request for Settlement</b> menu.<br> |



**Travel Order Selection**

UserID: \_\_\_\_\_ Wednesday, June 29, 2005

**Employee/Member**

Name: SAILOR, POPEYE T SSN: XXXXXXXX ID: 1234567

| Name | SSN | ID |
|------|-----|----|
|      |     |    |

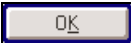
**Order**

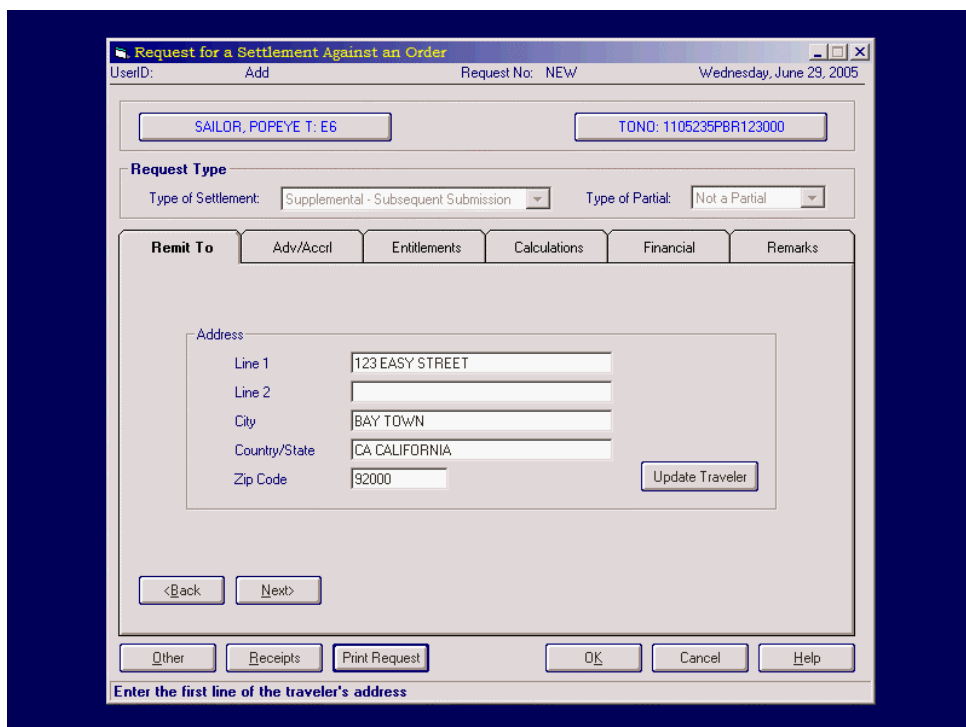
TONO: [ ]

| Order Number     | Category | Start Date | End Date  |
|------------------|----------|------------|-----------|
| 1105235PBR123000 | Normal   | 6/22/2005  | 6/23/2005 |
|                  |          |            |           |

OK Cancel Help

Press OK to process

| Step | Action   |
|------|--|
| 8.   | Click the desired <b>TONO</b> .  |
| 9.   | Click the <b>OK</b> button.<br> |



**Request for a Settlement Against an Order**

UserID: Add Request No: NEW Wednesday, June 29, 2005

SAILOR, POPEYE T: E6 TOND: 1105235PBR123000

**Request Type**

Type of Settlement: Supplemental - Subsequent Submission Type of Partial: Not a Partial

**Remit To** Adv/Accr Entitlements Calculations Financial Remarks

Address:

Line 1 123 EASY STREET

Line 2

City BAY TOWN

Country/State CA CALIFORNIA

Zip Code 92000

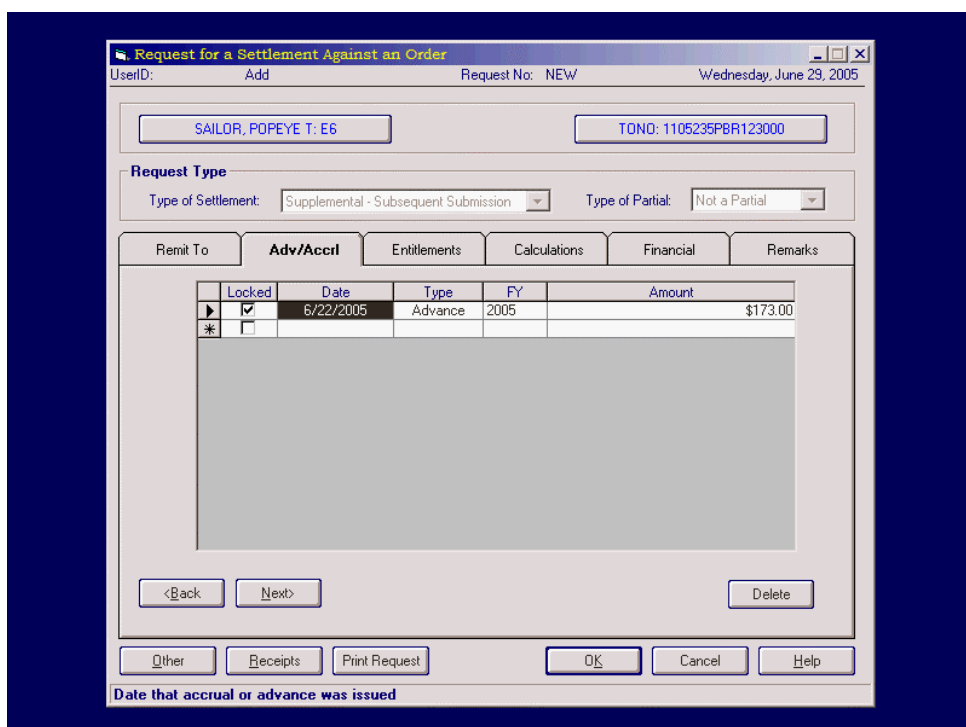
Update Traveler

<Back Next>

Other Receipts Print Request OK Cancel Help

Enter the first line of the traveler's address

| Step | Action  |
|------|---|
| 10.  | Click the <b>Adv/Accr</b> tab.<br><div>Adv/Accr</div> |



**Request for a Settlement Against an Order**

UserID: Add Request No: NEW Wednesday, June 29, 2005

SAILOR, POPEYE T: E6 TOND: 1105235PBR123000

**Request Type**

Type of Settlement: Supplemental - Subsequent Submission Type of Partial: Not a Partial



**Remit To** Adv/Accr Entitlements Calculations Financial Remarks

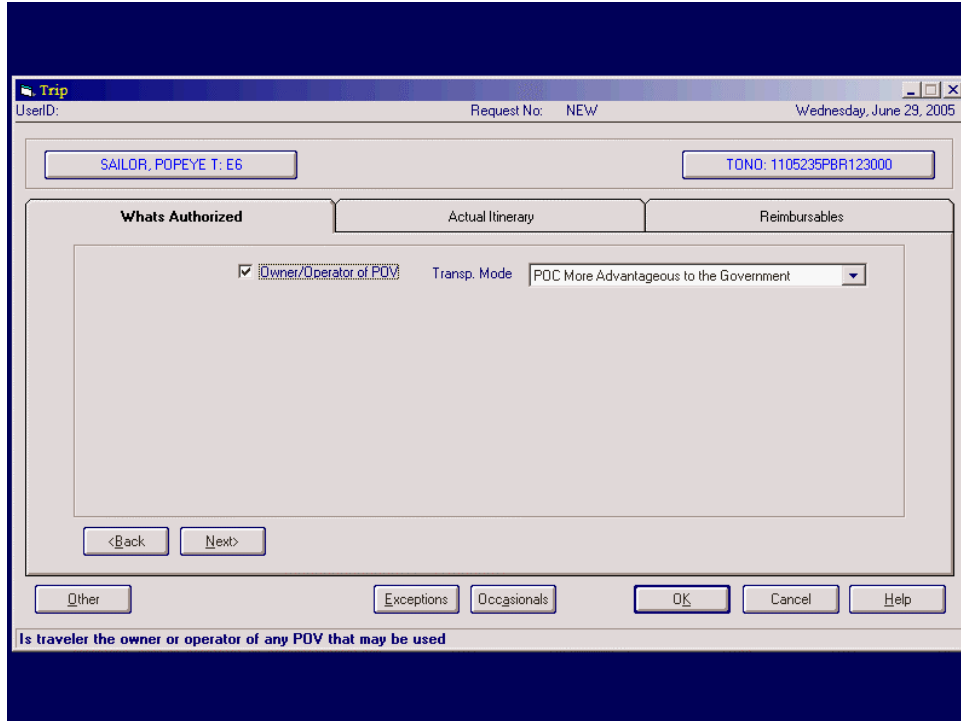
| Locked                              | Date      | Type    | FY   | Amount   |
|-------------------------------------|-----------|---------|------|----------|
| <input checked="" type="checkbox"/> | 6/22/2005 | Advance | 2005 | \$173.00 |
| <input type="checkbox"/>            |           |         |      |          |

<Back Next> Delete

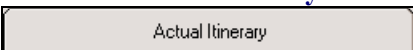
Other Receipts Print Request OK Cancel Help

Date that accrual or advance was issued

| Step | Action  |
|------|---|
| 11.  | Click the <b>Entitlements</b> tab.<br>   |
| 12.  | Click the <b>View/Modify</b> button.<br> |



The screenshot shows a web application window titled "Trip". At the top, it displays "UserID:", "Request No: NEW", and the date "Wednesday, June 29, 2005". Below this, there are two input fields: "SAILOR, POPEYE T: E6" and "TONO: 1105235PBR123000". The main content area has three tabs: "Whats Authorized" (selected), "Actual Itinerary", and "Reimbursables". Under the "Whats Authorized" tab, there is a checkbox labeled "Owner/Operator of POV" which is checked. To its right is a dropdown menu labeled "Transp. Mode" with the selected option being "POC More Advantageous to the Government". Below these elements are two buttons: "<Back" and "Next>". At the bottom of the window, there are five buttons: "Other", "Exceptions", "Occasionals", "OK", and "Cancel", followed by a "Help" button. A status bar at the very bottom reads "Is traveler the owner or operator of any POV that may be used".

| Step | Action  |
|------|---|
| 13.  | Click the <b>Actual Itinerary</b> tab.<br> |

**Trip** Request No: NEW Wednesday, June 29, 2005

UserID: SAILOR, POPEYE T: E6 TQND: 1105235PBR123000

Whats Authorized **Actual Itinerary** Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours


| Date      | Trans | Duty                | IDL | Local?                              | Method | Lodging | Meals | Lodging | Taxes   | Miles |
|-----------|-------|---------------------|-----|-------------------------------------|--------|---------|-------|---------|---------|-------|
| 6/22/2005 | DEP   | Topeka, KANSAS      | PA  | <input type="checkbox"/>            |        |         |       |         |         |       |
| 6/22/2005 | ARR   | Kansas City, MISSOL | TD  | <input checked="" type="checkbox"/> | LDP    | CQ      | CM    | \$88.00 | \$12.50 | 72    |
| 6/24/2005 | DEP   | Kansas City, MISSOL | PA  | <input checked="" type="checkbox"/> |        |         |       |         |         |       |
| 6/24/2005 | ARR   | Topeka, KANSAS      | MC  | <input type="checkbox"/>            |        |         |       | \$0.00  | \$0.00  | 64    |
| *         |       |                     |     |                                     |        |         |       |         |         |       |

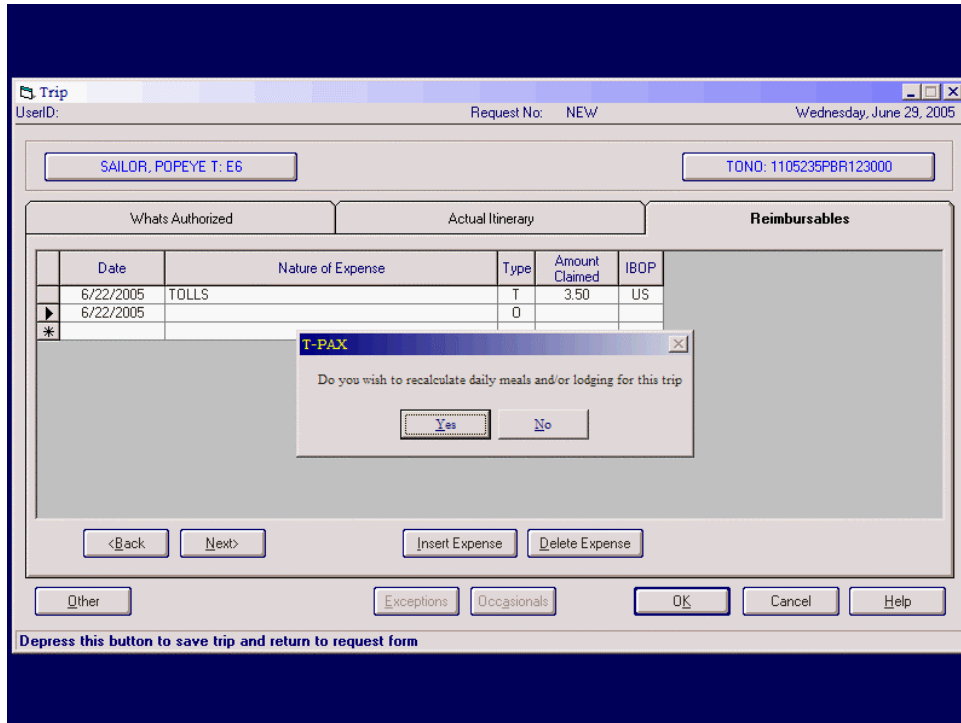
<Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

Other Exceptions Occasionals OK Cancel Help

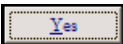
What option describes the duration of this trip (select from list)

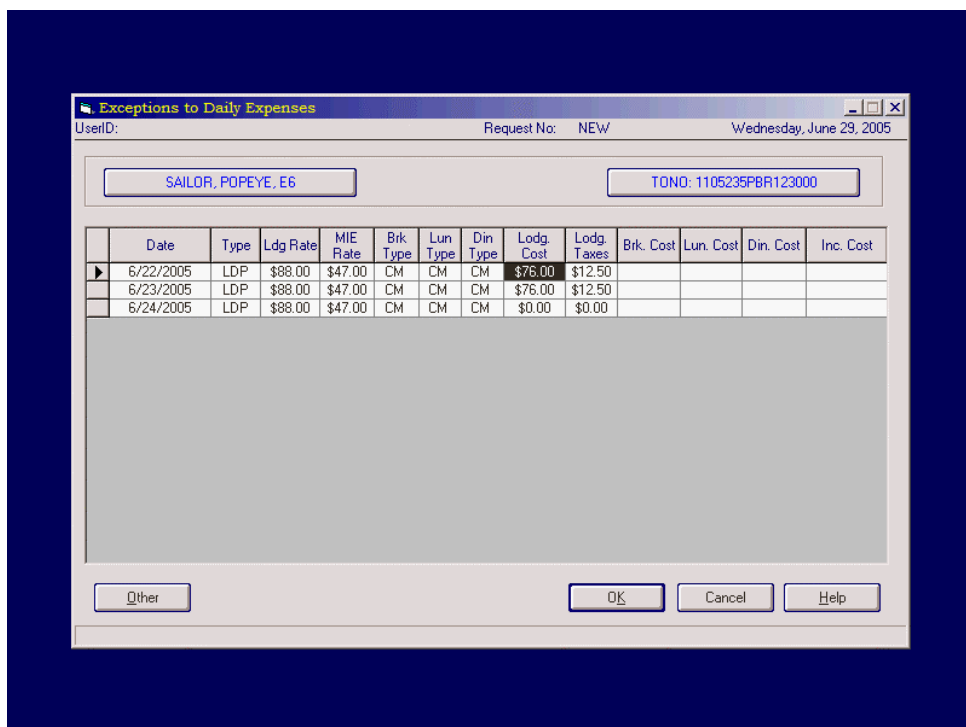
| Step | Action   |
|------|--|
| 14.  | Click in the <b>Lodging</b> field.<br>\$88.00  |
| 15.  | Enter the desired information into the <b>Lodging</b> field.<br>Example "76.00".       |
| 16.  | Press [Tab].   |
| 17.  | Enter the desired information into the <b>Taxes</b> field.<br>Example "11.43".         |
| 18.  | Press [Tab].   |
| 19.  | Click the <b>Reimbursables</b> tab.<br>Reimbursables                                   |
| 20.  | Press [Tab].   |
| 21.  | Press [Tab].   |
| 22.  | Press [Tab].   |
| 23.  | Enter the desired information into the <b>Amount Claimed</b> field.<br>Example "3.50". |
| 24.  | Press [Tab].   |
| 25.  | Press [Tab].   |

| Step | Action   |
|------|--|
| 26.  | Click the <b>OK</b> button.<br> |



The screenshot shows the T-PAX software interface. At the top, there's a title bar 'Trip' and a status bar with 'Request No: NEW' and 'Wednesday, June 29, 2005'. Below the title bar, there are two input fields: 'SAILOR, POPEYE T: E6' and 'TONO: 1105235PBR123000'. The main area is divided into three tabs: 'Whats Authorized', 'Actual Itinerary', and 'Reimbursables'. The 'Actual Itinerary' tab is active, showing a table with columns: Date, Nature of Expense, Type, Amount Claimed, and IBOP. The table has two rows: one for 6/22/2005 with 'TOLLS' and Type 'T' (Amount 3.50, IBOP US), and another for 6/22/2005 with Type 'O'. A modal dialog box titled 'T-PAX' is open in the center, asking 'Do you wish to recalculate daily meals and/or lodging for this trip' with 'Yes' and 'No' buttons. At the bottom of the main window, there are buttons for '<Back', 'Next>', 'Insert Expense', 'Delete Expense', 'Other', 'Exceptions', 'Occasionals', 'OK', 'Cancel', and 'Help'. A footer note says 'Depress this button to save trip and return to request form'.

| Step | Action   |
|------|--|
| 27.  | Click the <b>Yes</b> button.<br><br>or Press <b>[Alt+Y]</b> . |



**Exceptions to Daily Expenses**

UserID: Request No: NEW Wednesday, June 29, 2005

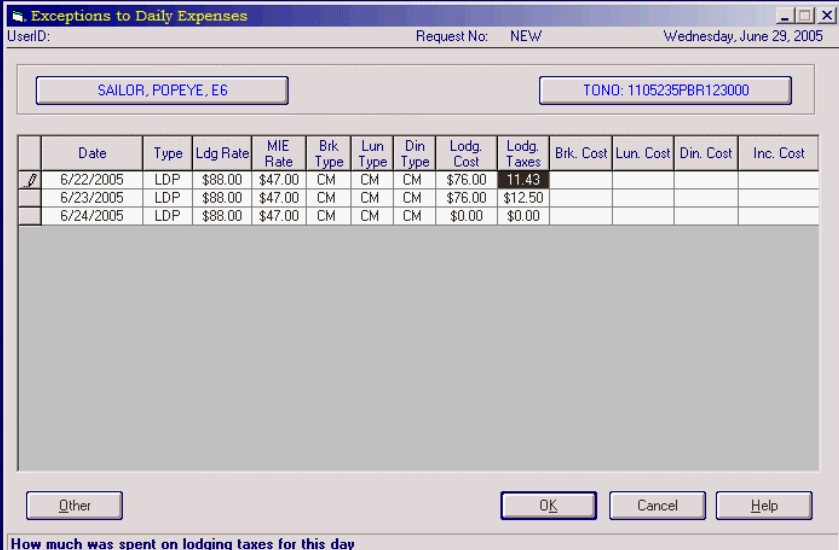
SAILOR, POPEYE, E6 TONO: 1105235PBR123000

| Date      | Type | Ldg Rate | MIE Rate | Brk Type | Lun Type | Din Type | Lodg. Cost | Lodg. Taxes | Brk. Cost | Lun. Cost | Din. Cost | Inc. Cost |
|-----------|------|----------|----------|----------|----------|----------|------------|-------------|-----------|-----------|-----------|-----------|
| 6/22/2005 | LDP  | \$88.00  | \$47.00  | CM       | CM       | CM       | \$76.00    | \$12.50     |           |           |           |           |
| 6/23/2005 | LDP  | \$88.00  | \$47.00  | CM       | CM       | CM       | \$76.00    | \$12.50     |           |           |           |           |
| 6/24/2005 | LDP  | \$88.00  | \$47.00  | CM       | CM       | CM       | \$0.00     | \$0.00      |           |           |           |           |

Other OK Cancel Help

| Step | Action  |
|------|---|
| 28.  | Click in the <b>Lodg. Taxes</b> field.<br>\$12.50   |
| 29.  | Enter the desired information into the <b>Lodg. Taxes</b> field.<br>Example " <b>11.43</b> ". |





**Exceptions to Daily Expenses**  
 UserID: Request No: NEW Wednesday, June 29, 2005

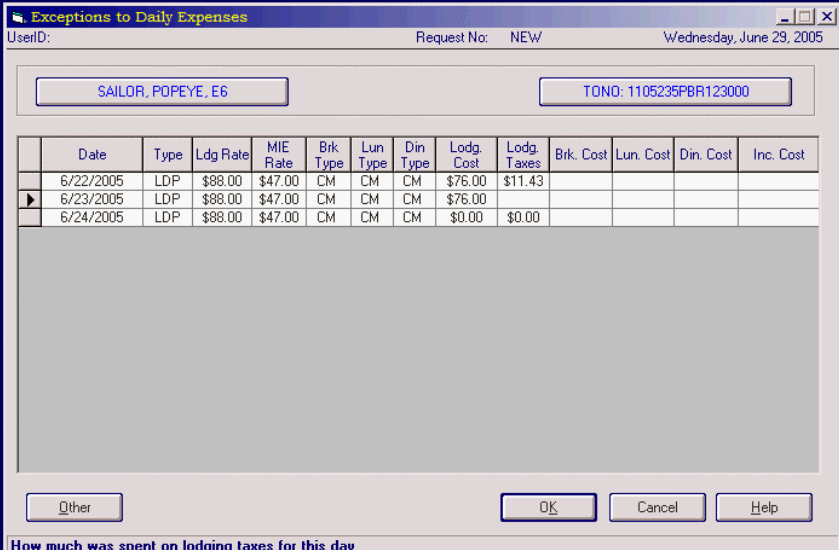
SAILOR, POPEYE, E6 TONO: 1105235PBR123000

|  | Date      | Type | Ldg Rate | MIE Rate | Brk Type | Lun Type | Din Type | Lodg. Cost | Lodg. Taxes | Brk. Cost | Lun. Cost | Din. Cost | Inc. Cost |
|--|-----------|------|----------|----------|----------|----------|----------|------------|-------------|-----------|-----------|-----------|-----------|
|  | 6/22/2005 | LDP  | \$88.00  | \$47.00  | CM       | CM       | CM       | \$76.00    | \$11.43     |           |           |           |           |
|  | 6/23/2005 | LDP  | \$88.00  | \$47.00  | CM       | CM       | CM       | \$76.00    | \$12.50     |           |           |           |           |
|  | 6/24/2005 | LDP  | \$88.00  | \$47.00  | CM       | CM       | CM       | \$0.00     | \$0.00      |           |           |           |           |

Other OK Cancel Help

How much was spent on lodging taxes for this day

| Step | Action   |
|------|--|
| 30.  | To change the next Lodging Tax amount, click in the next <b>Lodg.Taxes</b> field.<br>\$12.50 |



**Exceptions to Daily Expenses**  
 UserID: Request No: NEW Wednesday, June 29, 2005

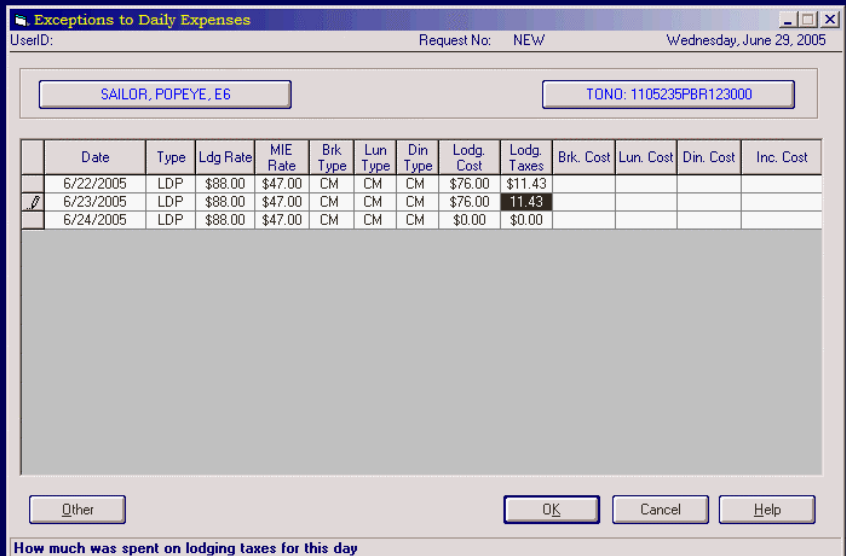
SAILOR, POPEYE, E6 TONO: 1105235PBR123000

|  | Date      | Type | Ldg Rate | MIE Rate | Brk Type | Lun Type | Din Type | Lodg. Cost | Lodg. Taxes | Brk. Cost | Lun. Cost | Din. Cost | Inc. Cost |
|--|-----------|------|----------|----------|----------|----------|----------|------------|-------------|-----------|-----------|-----------|-----------|
|  | 6/22/2005 | LDP  | \$88.00  | \$47.00  | CM       | CM       | CM       | \$76.00    | \$11.43     |           |           |           |           |
|  | 6/23/2005 | LDP  | \$88.00  | \$47.00  | CM       | CM       | CM       | \$76.00    | \$12.50     |           |           |           |           |
|  | 6/24/2005 | LDP  | \$88.00  | \$47.00  | CM       | CM       | CM       | \$0.00     | \$0.00      |           |           |           |           |

Other OK Cancel Help

How much was spent on lodging taxes for this day

| Step | Action   |
|------|--|
| 31.  | Enter the desired information into the <b>Lodg.Taxes</b> field.<br>Example " <b>11.43</b> ". |



Exceptions to Daily Expenses

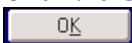
UserID: SAILOR, POPEYE, E6 Request No: NEW/ Wednesday, June 29, 2005

TONO: 1105235PBR123000

| Date      | Type | Ldg Rate | MIE Rate | Brk Type | Lun Type | Din Type | Lodg. Cost | Lodg. Taxes | Brk. Cost | Lun. Cost | Din. Cost | Inc. Cost |
|-----------|------|----------|----------|----------|----------|----------|------------|-------------|-----------|-----------|-----------|-----------|
| 6/22/2005 | LDP  | \$88.00  | \$47.00  | CM       | CM       | CM       | \$76.00    | \$11.43     |           |           |           |           |
| 6/23/2005 | LDP  | \$88.00  | \$47.00  | CM       | CM       | CM       | \$76.00    | 11.43       |           |           |           |           |
| 6/24/2005 | LDP  | \$88.00  | \$47.00  | CM       | CM       | CM       | \$0.00     | \$0.00      |           |           |           |           |

Other OK Cancel Help

How much was spent on lodging taxes for this day

| Step | Action   |
|------|--|
| 32.  | Click the <b>OK</b> button.<br> |

**Trip** Request No: NEW Wednesday, June 29, 2005

UserID: SAILOR, POPEYE T: E6 TONO: 1105235PBR123000

Whats Authorized **Actual Itinerary** Reimbursables

Actual Trip Duration: Greater than or equal to 24 hours

| Date      | Location                | Trans | Duty                                | IDL                      | Local? | Method | Lodging | Meals | Lodging | Taxes   | Miles |
|-----------|-------------------------|-------|-------------------------------------|--------------------------|--------|--------|---------|-------|---------|---------|-------|
| 6/22/2005 | DEP Topeka, KANSAS      | PA    |                                     |                          |        |        |         |       |         |         |       |
| 6/22/2005 | ARR Kansas City, MISSOL | TD    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | LDP    | CQ     | CM      |       | \$76.00 | \$11.43 | 72    |
| 6/24/2005 | DEP Kansas City, MISSOL | PA    | <input checked="" type="checkbox"/> |                          |        |        |         |       |         |         |       |
| 6/24/2005 | ARR Topeka, KANSAS      | MC    | <input type="checkbox"/>            |                          |        |        |         |       | \$0.00  | \$0.00  | 64    |

<Back Next> Duplicate Previous Insert Leg Delete Leg Clear Completed

Other Exceptions Occasionals OK Cancel Help

Enter the date that this expense was incurred

| Step | Action                      |
|------|-----------------------------|
| 33.  | Click the <b>OK</b> button. |

**Request for a Settlement Against an Order** Wednesday, June 29, 2005

UserID: Add Request No: NEW

SAILOR, POPEYE T: E6 TONO: 1105235PBR123000

**Request Type**

Type of Settlement: Supplemental - Subsequent Submission Type of Partial: Not a Partial

Remit To Adv/Acct **Entitlements** Calculations Financial Remarks

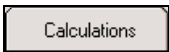

**Types of Entitlements Claimed**

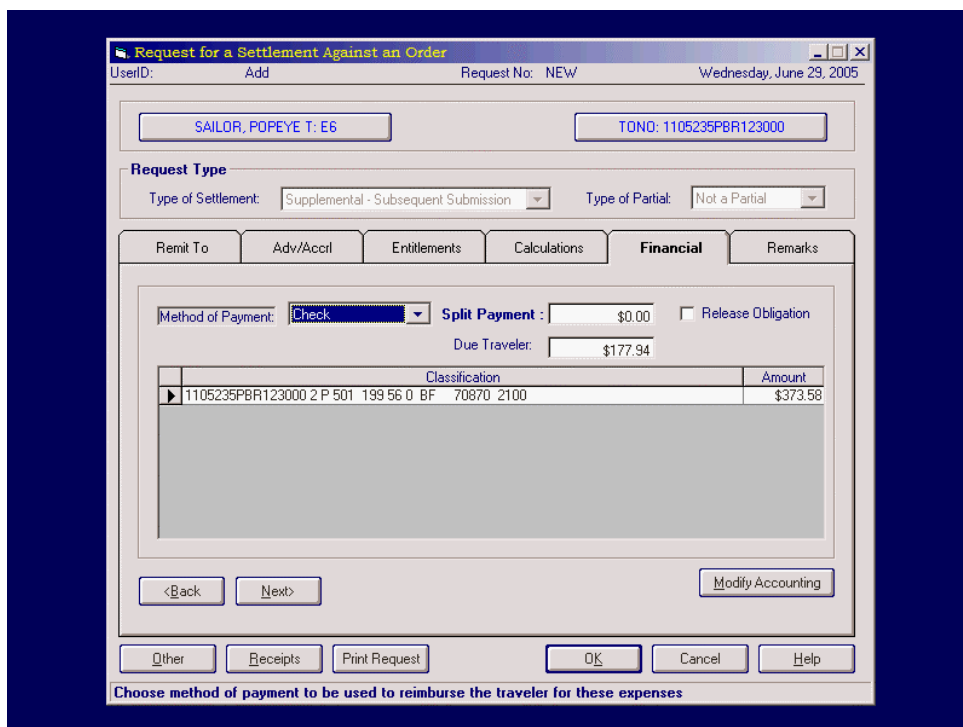
| Trips/Type          | Dates Encompassed     | Status         |
|---------------------|-----------------------|----------------|
| Temporary Duty Trip | 6/22/2005 - 6/24/2005 | Validated Data |

Add Itinerary View/Modify Delete

<Back Next> Cons. Comp. Daily Calcs

Other Receipts Print Request OK Cancel Help

| Step | Action  |
|------|---|
| 34.  | Click the <b>Calculations</b> tab.<br> |
| 35.  | Click the <b>Financial</b> tab.<br>    |



**Request for a Settlement Against an Order**

UserID: Add Request No: NEW Wednesday, June 29, 2005

SAILOR, POPEYE T: E6 TONO: 1105235PBR123000

**Request Type**

Type of Settlement: Supplemental - Subsequent Submission Type of Partial: Not a Partial

Remit To Adv/Accr Entitlements Calculations **Financial** Remarks

Method of Payment: Check Split Payment: \$0.00 Release Obligation

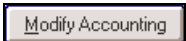
Due Traveler: \$177.94

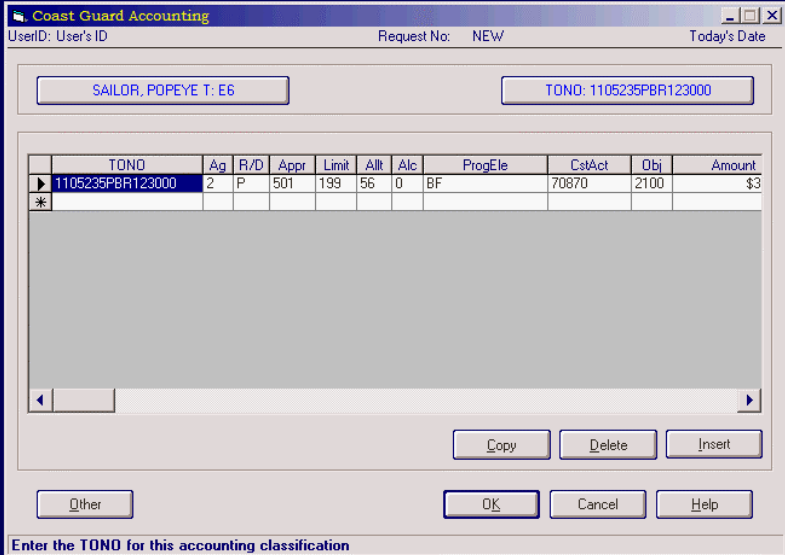
| Classification                                  | Amount   |
|---|----------|
| 1105235PBR123000 2 P 501 199 56 0 BF 70870 2100 | \$373.58 |


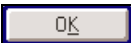
<Back Next> Modify Accounting

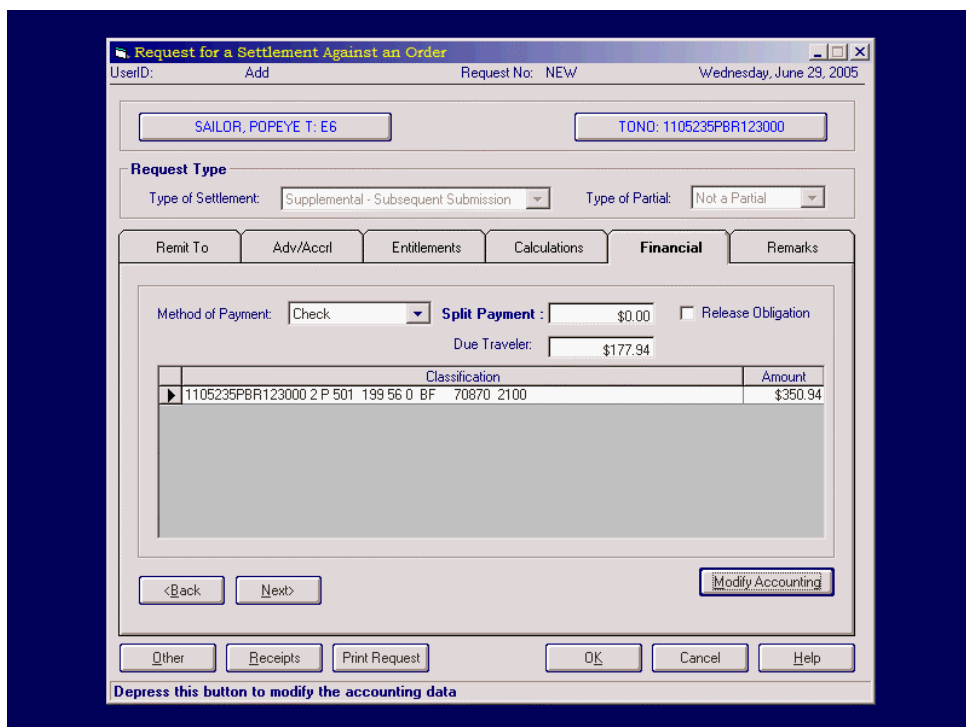
Other Receipts Print Request OK Cancel Help

Choose method of payment to be used to reimburse the traveler for these expenses

| Step | Action  |
|------|---|
| 36.  | Click the <b>Modify Accounting</b> button.<br> |



| Step | Action  |
|------|---|
| 37.  | Click the <b>Horizontal scrollbar</b> scrollbar.<br>                     |
| 38.  | Verify the <b>Amount</b> has changed.<br>Click the <b>OK</b> button.<br> |



**Request for a Settlement Against an Order**

UserID: Add Request No: NEW Wednesday, June 29, 2005

SAILOR, POPEYE T: E6 TOND: 1105235PBR123000

**Request Type**

Type of Settlement: Supplemental - Subsequent Submission Type of Partial: Not a Partial

Remit To Adv/Acct Entitlements Calculations **Financial** Remarks

Method of Payment: Check Split Payment: \$0.00 Release Obligation

Due Traveler: \$177.94

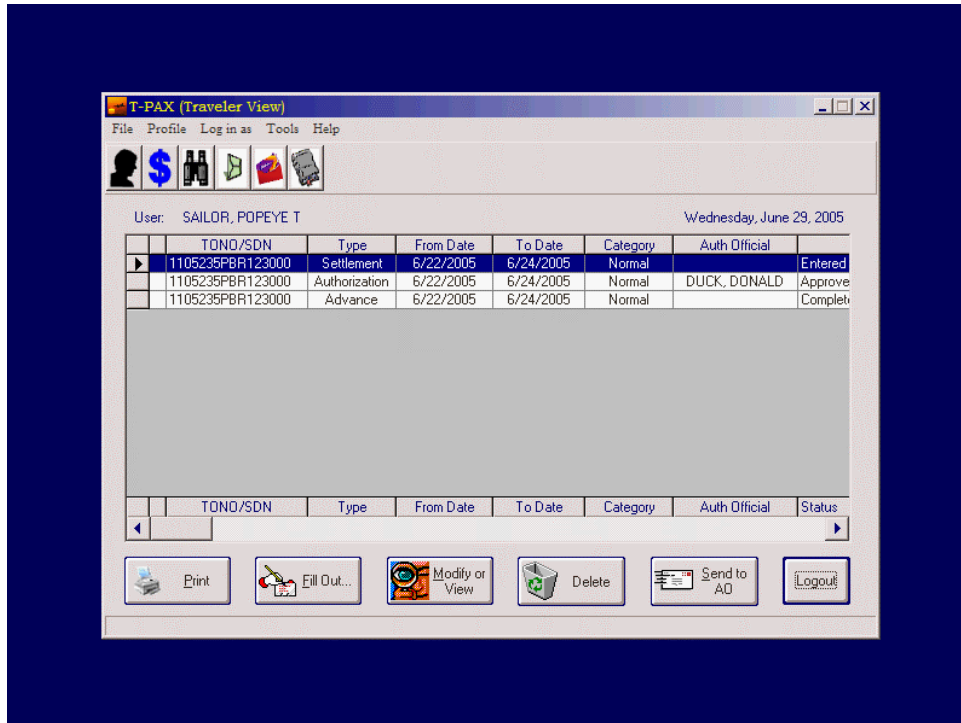
| Classification                                  | Amount   |
|---|----------|
| 1105235PBR123000 2 P 501 199 56 0 BF 70870 2100 | \$350.94 |


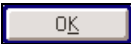
<Back Next> Modify Accounting

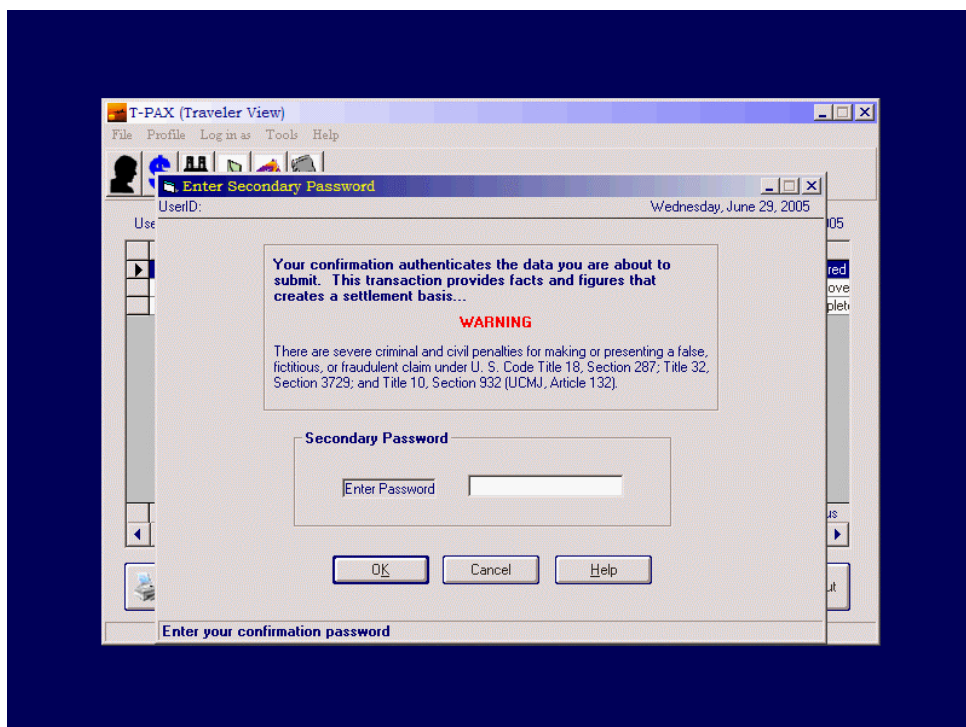
Other Receipts Print Request OK Cancel Help

Depress this button to modify the accounting data

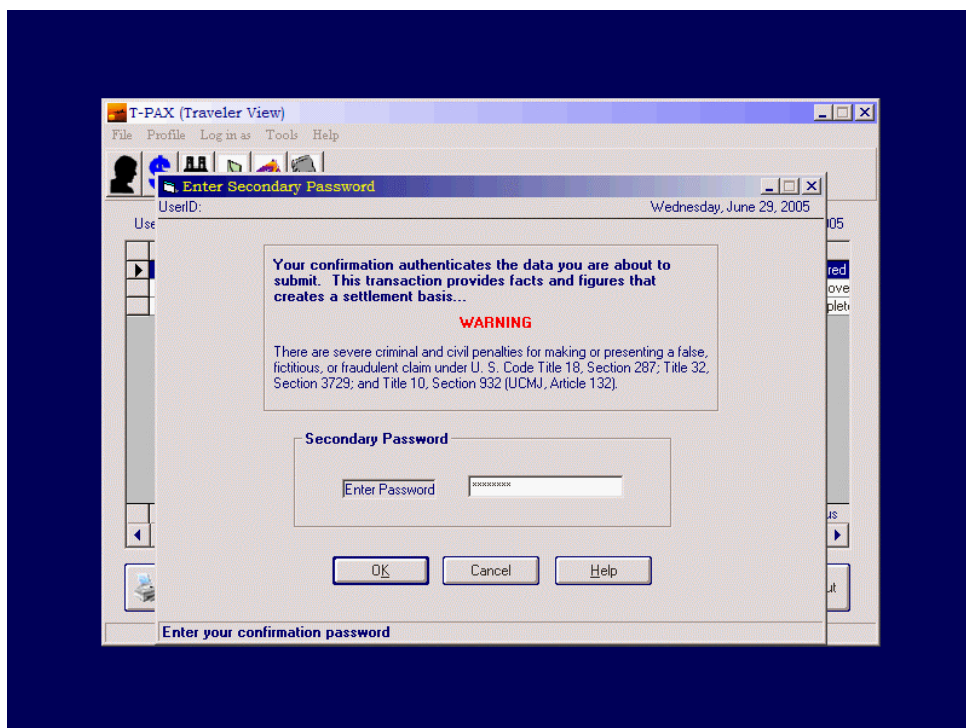
| Step | Action   |
|------|--|
| 39.  | Click the <b>Remarks</b> tab.<br><div>Remarks</div>  |
| 40.  | All information typed in the <b>Remarks</b> block will appear on both the printed orders and the travel claim.<br>Click the <b>OK</b> button.<br><div>OK</div> |




| Step | Action   |
|------|--|
| 41.  | Click the <b>Send to AO</b> button.<br>   |
| 42.  | Since Mr. Duck has already been set as the Default AO, his name automatically appears.<br>Click the <b>OK</b> button.<br> |

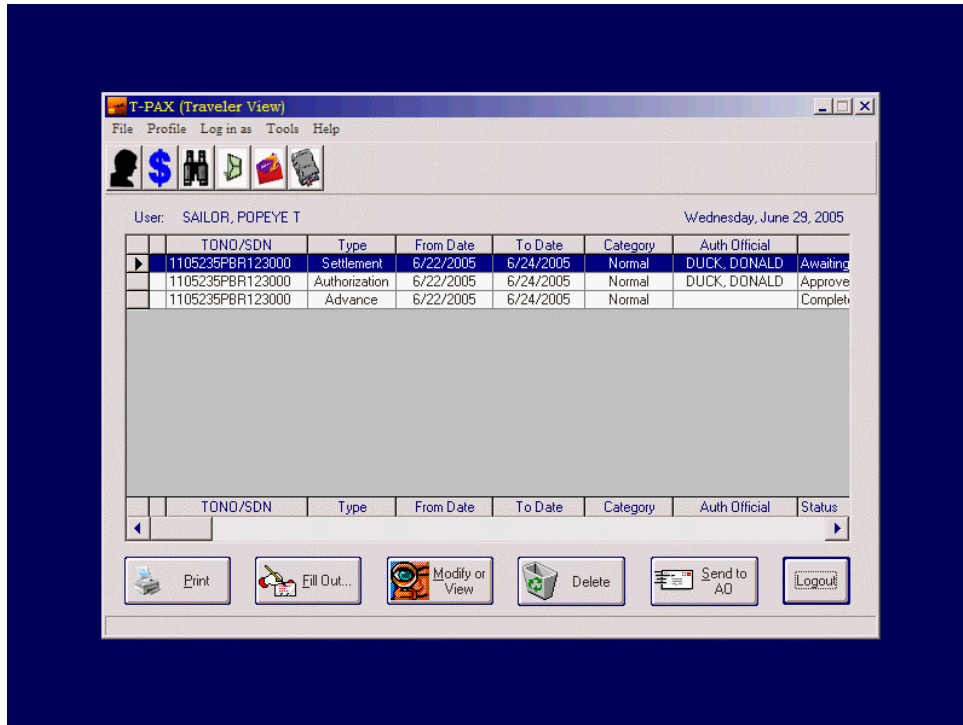



| Step | Action  |
|------|---|
| 43.  | Enter the desired information into the <b>Secondary Password</b> field.<br>Example “ <b>1234abcd</b> ”. |

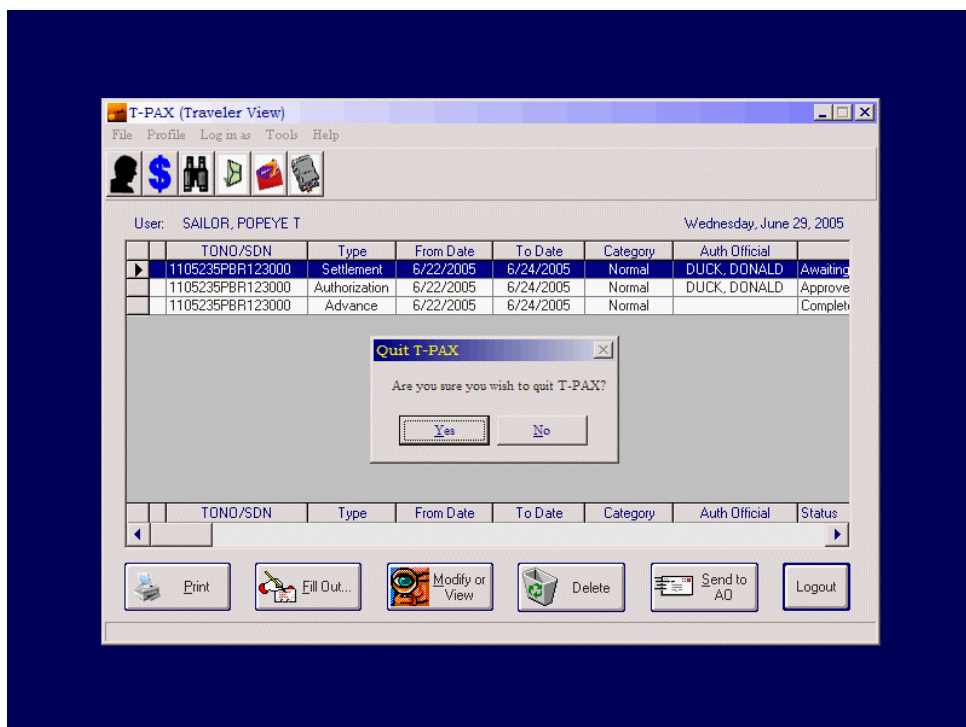


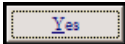


| Step | Action   |
|------|--|
| 44.  | Click the <b>OK</b> button.<br> |



| Step | Action   |
|------|--|
| 45.  | Click the <b>Logout</b> button.<br> |



| Step | Action  |
|------|---|
| 46.  | Click the <b>Yes</b> button.<br><br>or Press <b>[Alt+Y]</b> .                          |
| 47.  | Congratulations for completing the Completing a New Travel Claim tutorial.<br>Click the icons below to view in depth policies and procedures.<br><b>End of Procedure.</b> |



Please refer to: <https://secureapp2.hqda.pentagon.mil/perdiem/trvregs.html>

## Completing a Supplemental Travel Claim

**Usage:** When an error has been found on a previously submitted travel claim, a supplemental travel claim may filed.

**Tips:** When filing a supplemental travel claim, change or add only the portion necessary. Do NOT eliminate items that are correct (i.e. Airfare, if entitled, should not be eliminated). T-Pax will recalculate the entire claim based on the new information and make appropriate adjustments (i.e. pay the new entitlement or create a debt for an item previously paid to which not entitled). Please refer to: <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>

## Procedure

This tutorial provides the necessary skills to complete a Supplemental Travel Claim.

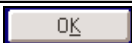
### Required Information

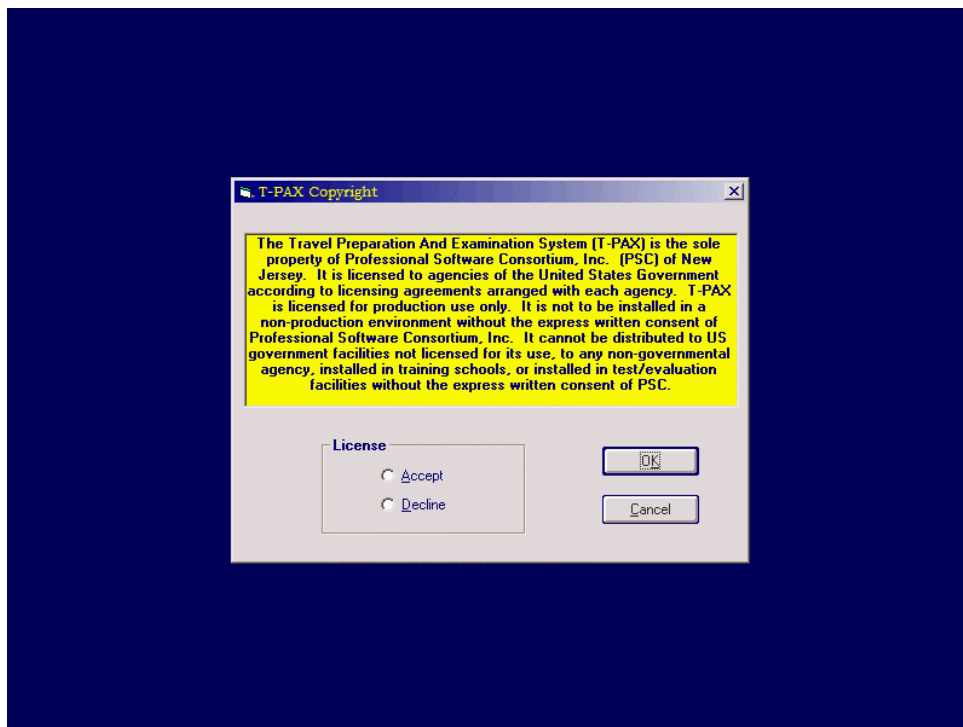
EMPLID


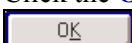
TONO

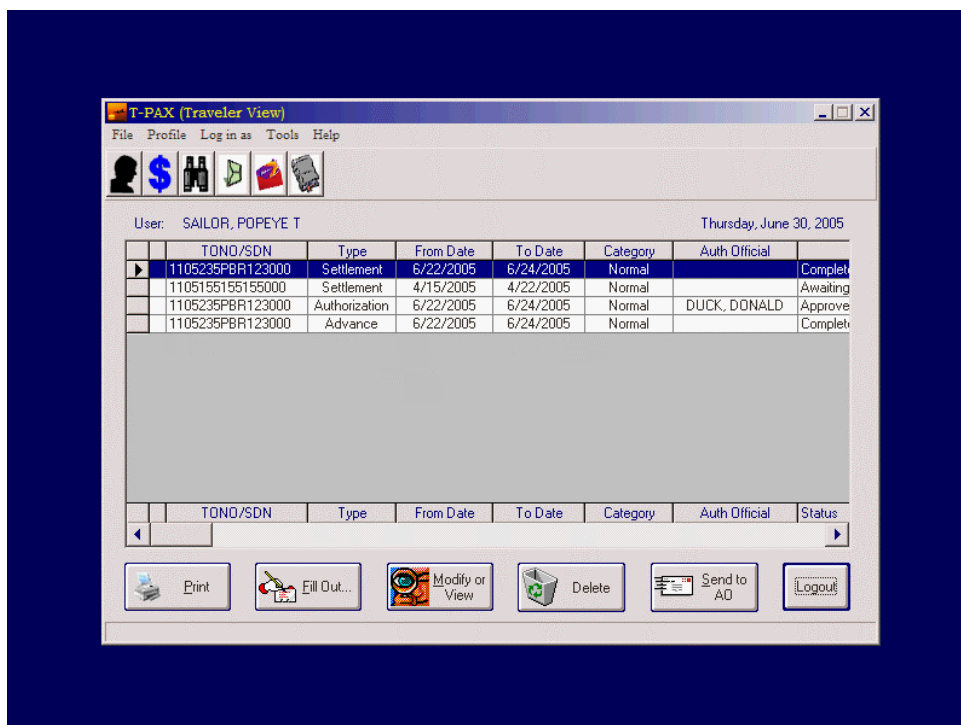



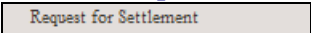
| Step | Action  |
|------|---|
| 1.   | Enter the desired information into the <b>User ID</b> field.<br>Example " <b>1234567</b> ". |
| 2.   | Enter the desired information into the <b>Password</b> field. Example " <b>abcd1234</b> ".  |
| 3.   | Click the <b>OK</b> button.   |

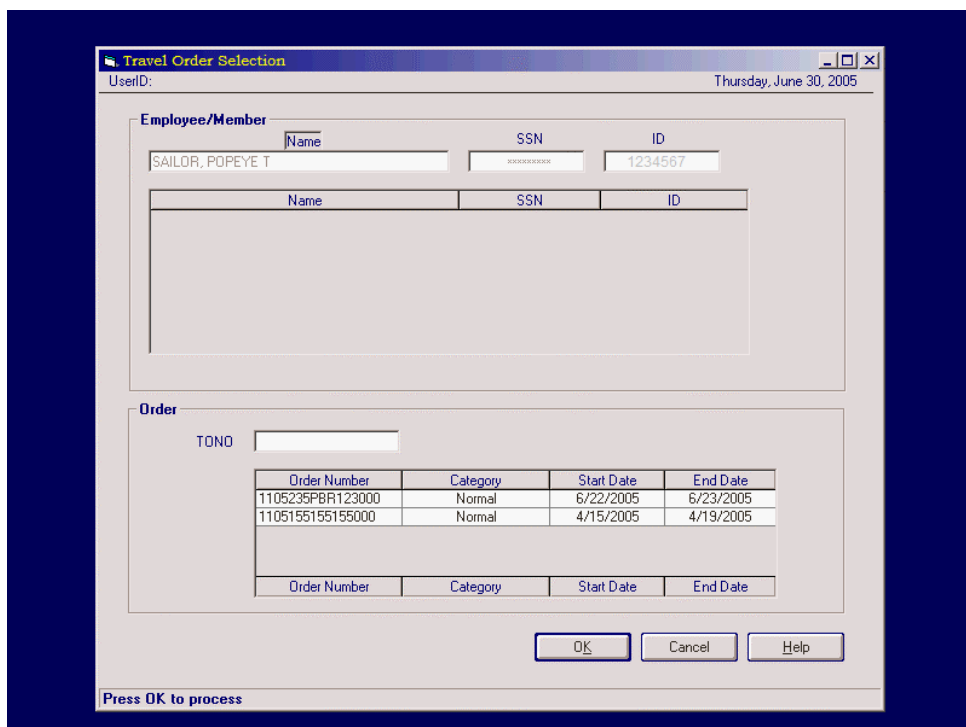
| Step | Action  |
|------|---|
|      |  |



| Step | Action   |
|------|--|
| 4.   | Click the <b>Accept</b> option.<br> |
|      | or Press <b>[Alt+A]</b> .  |
| 5.   | Click the <b>OK</b> button.<br>     |



| Step | Action   |
|------|--|
| 6.   | Click the <b>Fill Out</b> button.<br>             |
| 7.   | Click the <b>Request for Settlement</b> menu.<br> |



**Travel Order Selection**

UserID: Thursday, June 30, 2005

**Employee/Member**

Name: SAILOR, POPEYE T SSN: XXXXXXXXXX ID: 1234567

| Name | SSN | ID |
|------|-----|----|
|      |     |    |

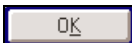
**Order**

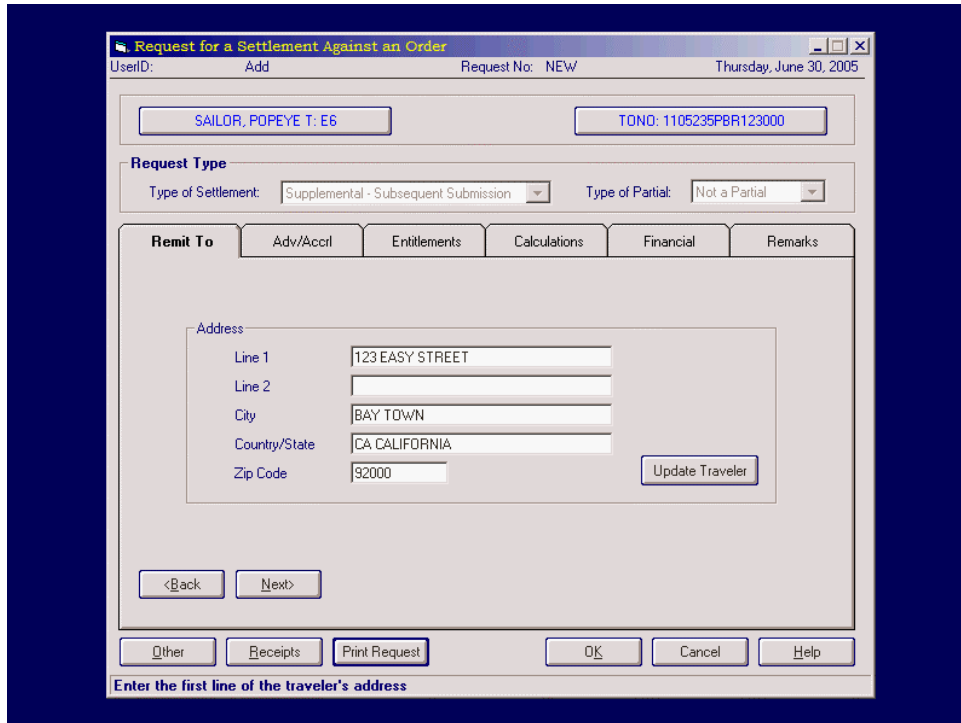
TONO:



| Order Number     | Category | Start Date | End Date  |
|------------------|----------|------------|-----------|
| 1105235PBR123000 | Normal   | 6/22/2005  | 6/23/2005 |
| 1105155155155000 | Normal   | 4/15/2005  | 4/19/2005 |

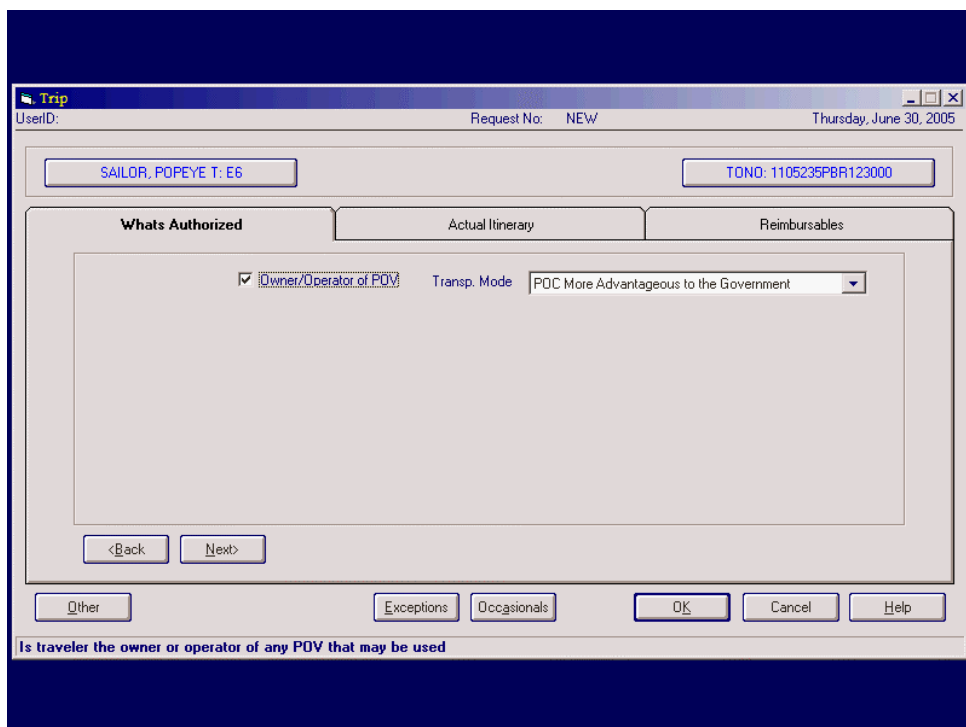
OK Cancel Help

Press OK to process

| Step | Action   |
|------|--|
| 8.   | Click on the <b>Order Number</b> desired.<br>Select Order Number <b>1105235PBR123000</b> .                         |
| 9.   | Click the <b>OK</b> button.<br> |



| Step | Action  |
|------|---|
| 10.  | Click the <b>Entitlements</b> tab.<br>   |
| 11.  | Click the <b>View/Modify</b> button.<br> |



**Trip**  
User ID: Request No: NEW Thursday, June 30, 2005

SAILOR, POPEYE T: E6 TONO: 1105235PBR123000

**Whats Authorized** Actual Itinerary Reimbursables

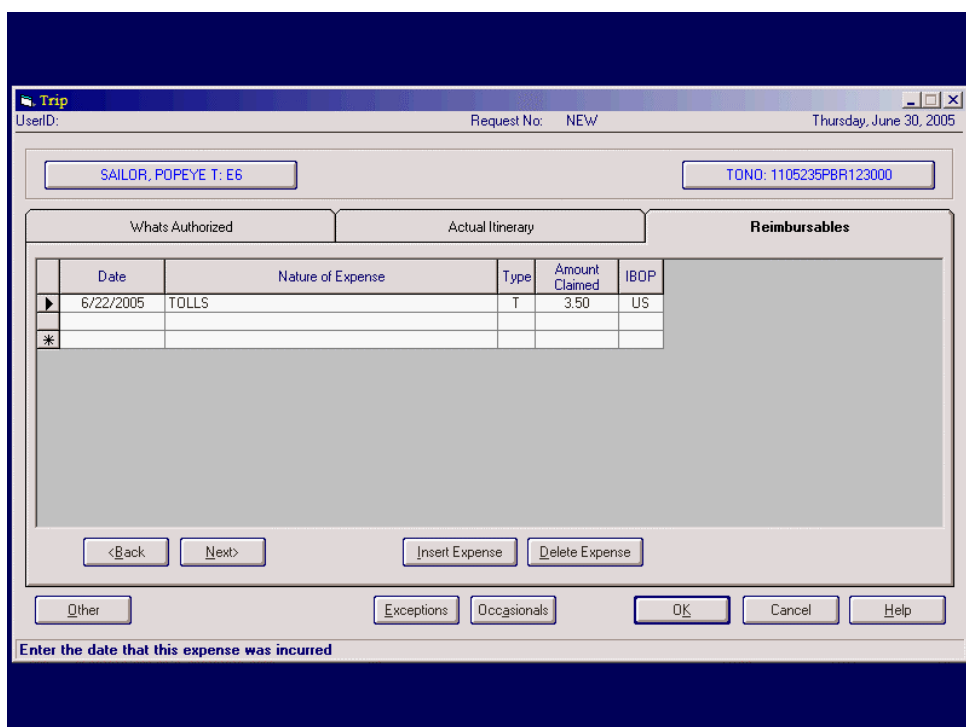
☒ Owner/Operator of POV Transp. Mode: POC More Advantageous to the Government

<Back Next>

Other Exceptions Occasionals OK Cancel Help

Is traveler the owner or operator of any POV that may be used

| Step | Action  |
|------|---|
| 12.  | Click the <b>Reimbursables</b> tab.<br><div>Reimbursables</div> |



**Trip**  
User ID: Request No: NEW Thursday, June 30, 2005

SAILOR, POPEYE T: E6 TONO: 1105235PBR123000

Whats Authorized Actual Itinerary **Reimbursables**

|   | Date      | Nature of Expense | Type | Amount Claimed | IBOP |
|---|-----------|-------------------|------|----------------|------|
| ▶ | 6/22/2005 | TOLLS             | T    | 3.50           | US   |
| * |           |                   |      |                |      |

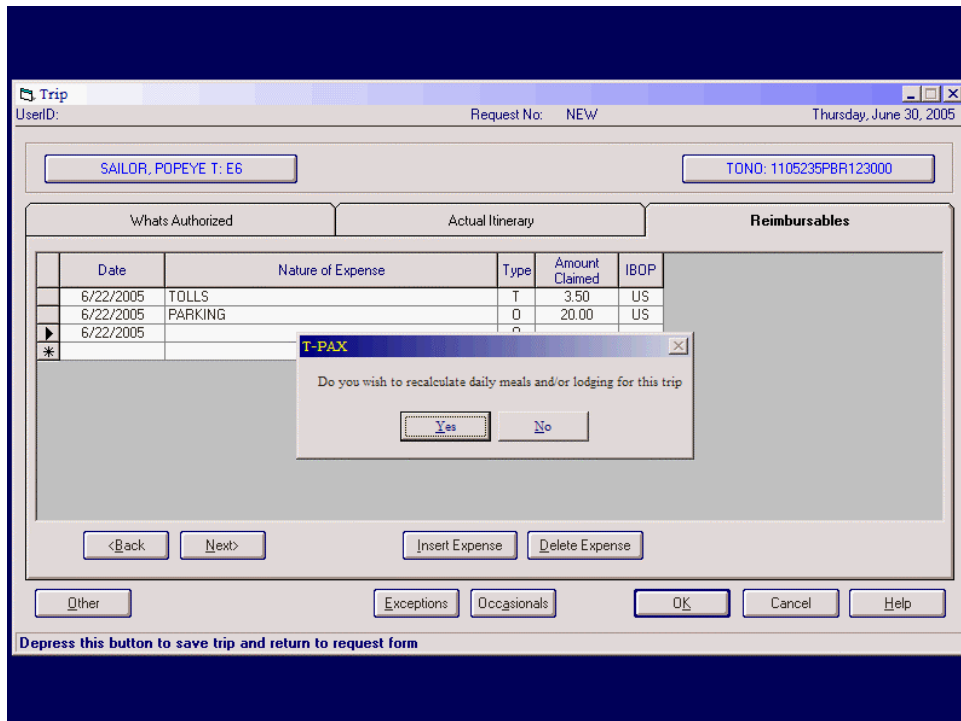
<Back Next> Insert Expense Delete Expense

Other Exceptions Occasionals OK Cancel Help

Enter the date that this expense was incurred



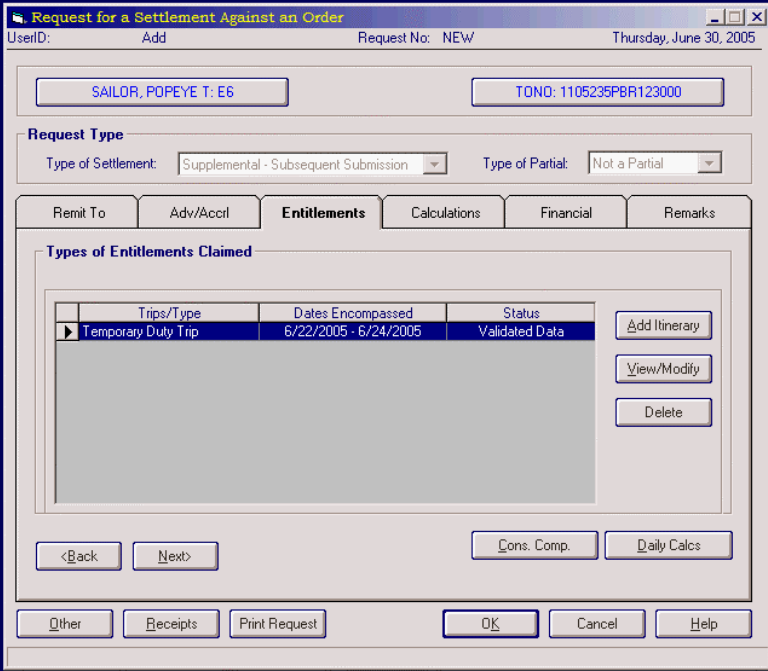
| Step | Action  |
|------|---|
| 13.  | Click in the <i>second</i> <b>Date</b> field.<br><input type="text"/>                                 |
| 14.  | Press <b>[Tab]</b> .  |
| 15.  | Enter the desired information into the <b>Nature of Expense</b> field.<br>Example " <b>PARKING</b> ". |
| 16.  | Press <b>[Tab]</b> .  |
| 17.  | Press <b>[Tab]</b> .  |
| 18.  | Enter the desired information into the <b>Amount Claimed</b> field.<br>Example " <b>20.00</b> ".      |
| 19.  | Press <b>[Tab]</b> .  |
| 20.  | Press <b>[Tab]</b> .  |
| 21.  | Click the <b>OK</b> button.<br><input type="button" value="OK"/>                                      |



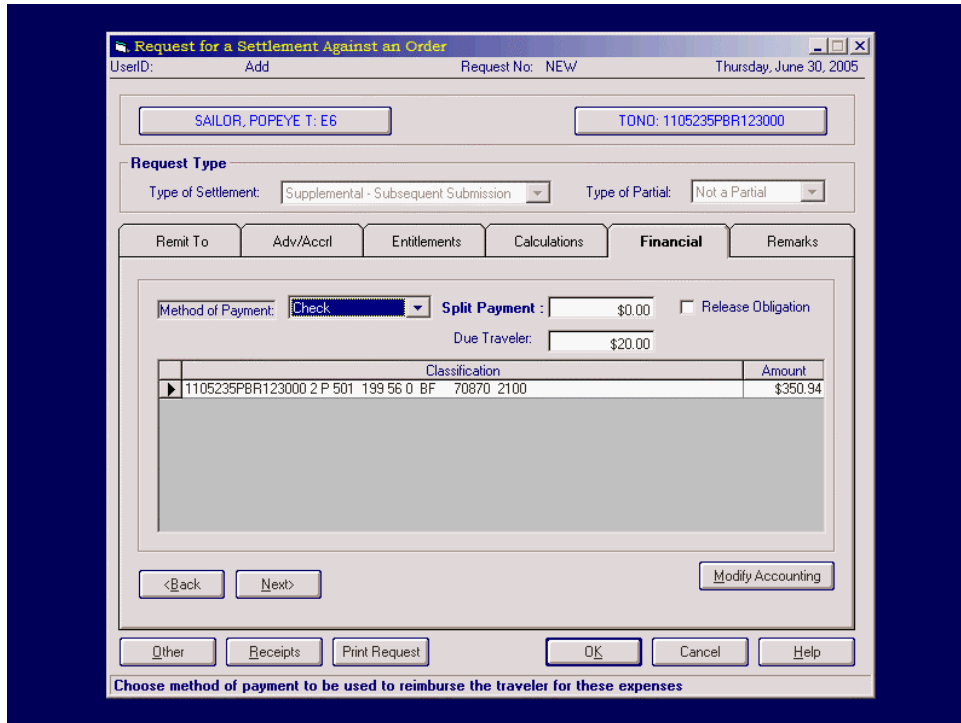
The screenshot shows the T-PAX software interface. At the top, there's a header bar with 'Trip' and 'Request No: NEW'. Below this, there are fields for 'User ID' and 'Request Date' (Thursday, June 30, 2005). The main form is divided into three tabs: 'What's Authorized', 'Actual Itinerary', and 'Reimbursables'. The 'Actual Itinerary' tab is active, showing a table with columns: Date, Nature of Expense, Type, Amount Claimed, and IBOP. The table contains three rows of data: 6/22/2005, TOLLS, T, 3.50, US; 6/22/2005, PARKING, O, 20.00, US; and 6/22/2005, (blank), O, (blank), US. A modal dialog box titled 'T-PAX' is open in the center, asking 'Do you wish to recalculate daily meals and/or lodging for this trip?' with 'Yes' and 'No' buttons. At the bottom of the form, there are buttons for '<Back', 'Next>', 'Insert Expense', 'Delete Expense', 'Other', 'Exceptions', 'Occasionals', 'OK', 'Cancel', and 'Help'. A footer note says 'Depress this button to save trip and return to request form'.

| Step | Action   |
|------|--|
| 22.  | Since Meals and Lodging were not effected, they do not have to be recalculated.<br>Click the <b>No</b> button. |

| Step | Action                            |
|------|-----------------------------------|
|      | <input type="button" value="No"/> |
|      | or Press <b>[Alt+N]</b> .         |



| Step | Action   |
|------|--|
| 23.  | Click the <b>Calculations</b> tab.<br><input type="button" value="Calculations"/>                                    |
| 24.  | Verify the amount <b>Due Member</b> .<br>Click the <b>Financial</b> tab.<br><input type="button" value="Financial"/> |



**Request for a Settlement Against an Order**  
 UserID: Add Request No: NEW Thursday, June 30, 2005

SAILOR, POPEYE T: E6 TONO: 1105235PBR123000

**Request Type**  
 Type of Settlement: Supplemental - Subsequent Submission Type of Partial: Not a Partial

Remit To Adv/Accr Entitlements Calculations **Financial** Remarks

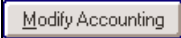
Method of Payment: Check Split Payment: \$0.00 Release Obligation  
 Due Traveler: \$20.00

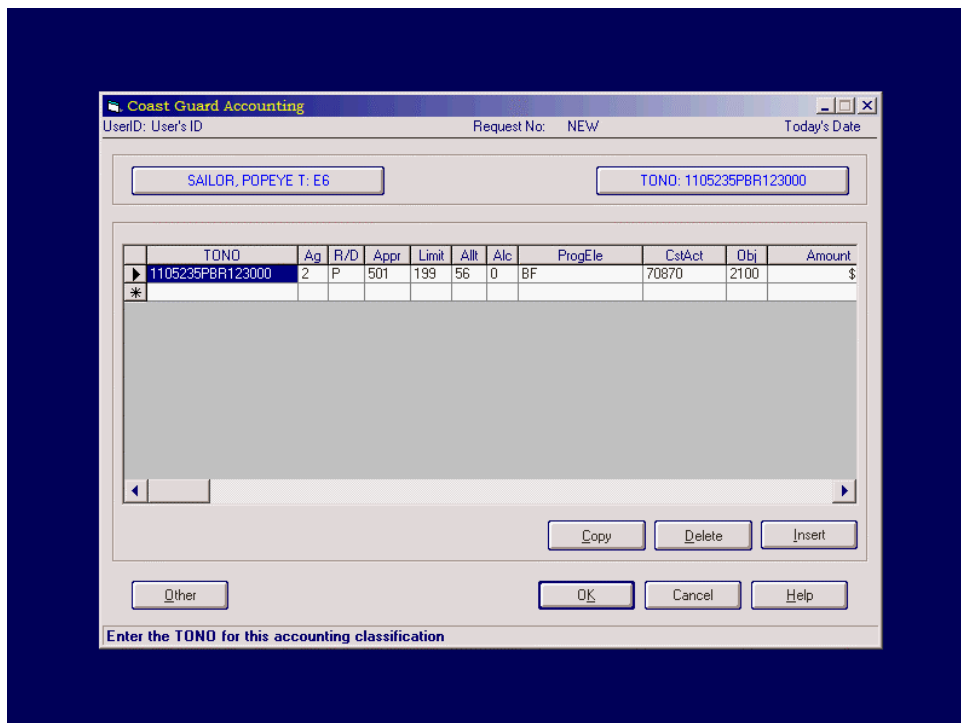
| Classification                                  | Amount   |
|---|----------|
| 1105235PBR123000 2 P 501 199 56 0 BF 70870 2100 | \$350.94 |

<Back Next> Modify Accounting

Other Receipts Print Request OK Cancel Help

Choose method of payment to be used to reimburse the traveler for these expenses

| Step | Action  |
|------|---|
| 25.  | Click the <b>Modify Accounting</b> button.<br> |



**Coast Guard Accounting**  
 UserID: User's ID Request No: NEW Today's Date



SAILOR, POPEYE T: E6 TONO: 1105235PBR123000

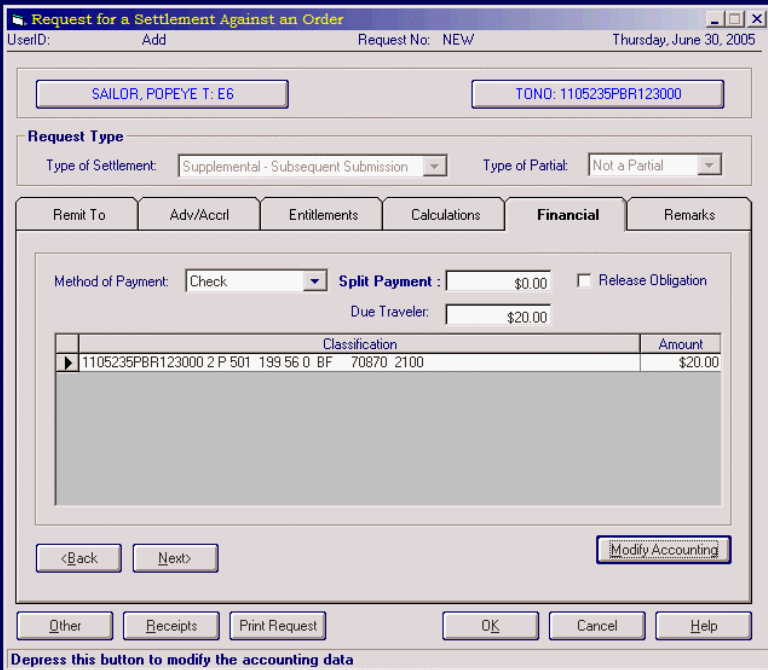
| TONO             | Ag | R/D | Appr | Limit | All | Alc | ProgEle | CstAct | Obj  | Amount |
|------------------|----|-----|------|-------|-----|-----|---------|--------|------|--------|
| 1105235PBR123000 | 2  | P   | 501  | 199   | 56  | 0   | BF      | 70870  | 2100 | \$     |

Copy Delete Insert

Other OK Cancel Help

Enter the TONO for this accounting classification

| Step | Action   |
|------|--|
| 26.  | Click the <b>Horizontal scrollbar</b> scrollbar.<br>              |
| 27.  | Verify the <b>Amount due</b> .<br>Click the <b>OK</b> button.<br> |



Request for a Settlement Against an Order

UserID: Add Request No: NEW Thursday, June 30, 2005

SAILOR, POPEYE T: E6 TONO: 1105235PBR123000

Request Type

Type of Settlement: Supplemental - Subsequent Submission Type of Partial: Not a Partial

Remit To Adv/Accr Entitlements Calculations **Financial** Remarks

Method of Payment: Check Split Payment: \$0.00 Release Obligation

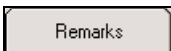
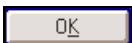
Due Traveler: \$20.00

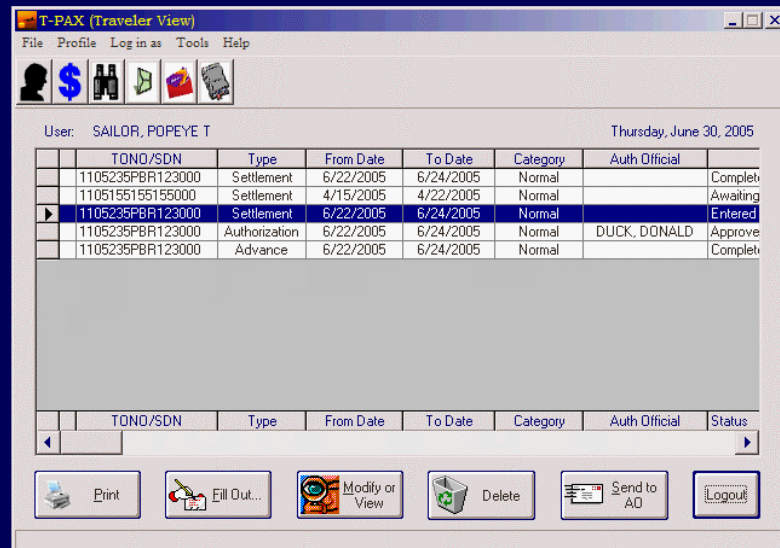
| Classification                                  | Amount  |
|---|---------|
| 1105235PBR123000 2 P 501 199 56 0 BF 70870 2100 | \$20.00 |

<Back Next> Modify Accounting

Other Receipts Print Request OK Cancel Help

Depress this button to modify the accounting data

| Step | Action   |
|------|--|
| 28.  | Click the <b>Remarks</b> tab.<br>           |
| 29.  | Click in the <b>Remarks</b> field.   |
| 30.  | Enter the desired information into the <b>Remarks</b> field.<br>Example " <b>Please pay additional expense for parking.</b> ". |
| 31.  | Click the <b>OK</b> button.<br>             |



T-PAX (Traveler View)  
 File Profile Log in as Tools Help

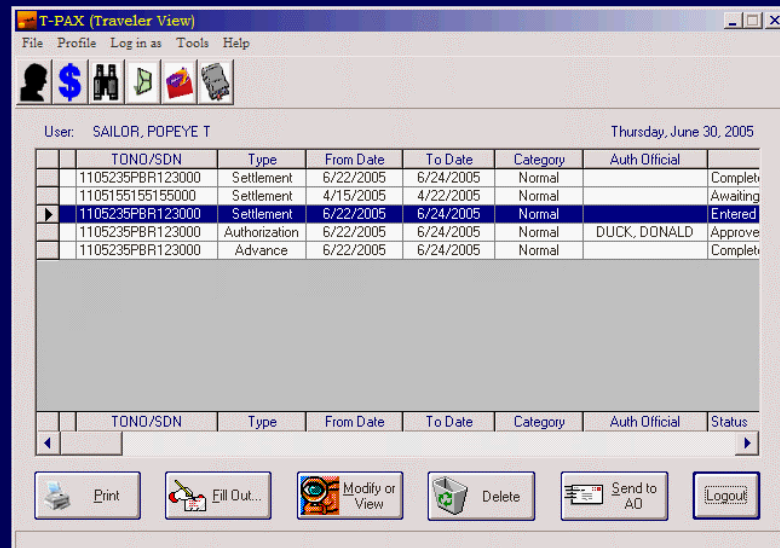
User: SAILOR, POPEYE T Thursday, June 30, 2005

| TONO/SDN         | Type          | From Date | To Date   | Category | Auth Official | Status   |
|------------------|---------------|-----------|-----------|----------|---------------|----------|
| 1105235PBR123000 | Settlement    | 6/22/2005 | 6/24/2005 | Normal   |               | Complete |
| 1105155155155000 | Settlement    | 4/15/2005 | 4/22/2005 | Normal   |               | Awaiting |
| 1105235PBR123000 | Settlement    | 6/22/2005 | 6/24/2005 | Normal   |               | Entered  |
| 1105235PBR123000 | Authorization | 6/22/2005 | 6/24/2005 | Normal   | DUCK, DONALD  | Approve  |
| 1105235PBR123000 | Advance       | 6/22/2005 | 6/24/2005 | Normal   |               | Complete |

TONO/SDN Type From Date To Date Category Auth Official Status

Print Fill Out... Modify or View Delete Send to AO Logout

| Step | Action   |
|------|--|
| 32.  | Click the desired Settlement from the list.<br>Select <b>TONO/SDN 1105235PBR123000</b> |




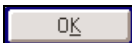
T-PAX (Traveler View)  
 File Profile Log in as Tools Help

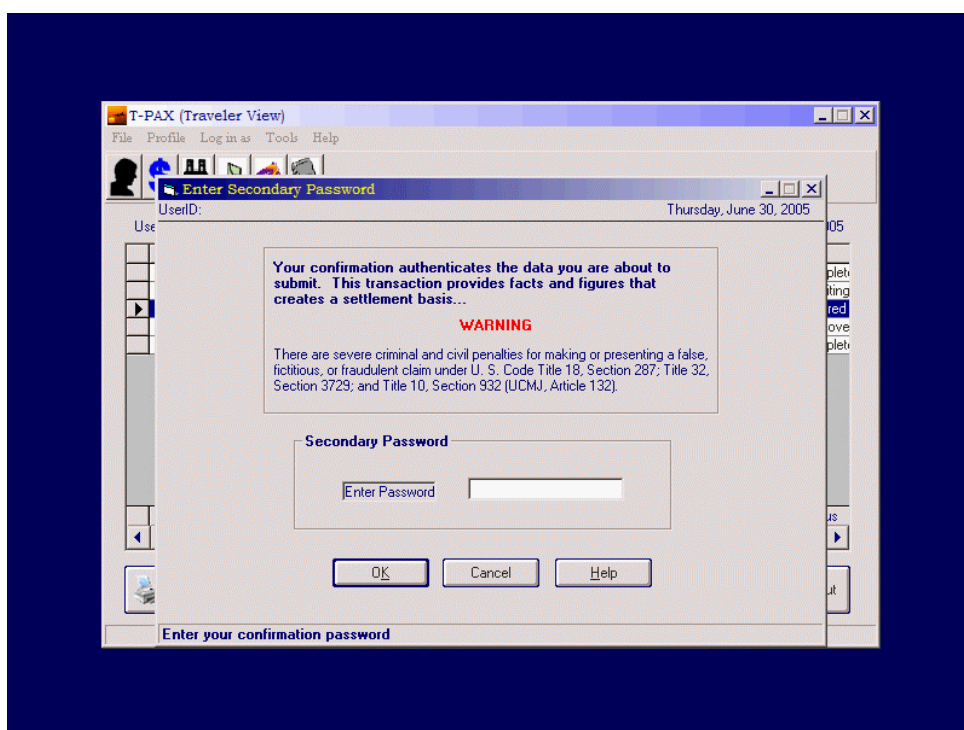
User: SAILOR, POPEYE T Thursday, June 30, 2005

| TONO/SDN         | Type          | From Date | To Date   | Category | Auth Official | Status   |
|------------------|---------------|-----------|-----------|----------|---------------|----------|
| 1105235PBR123000 | Settlement    | 6/22/2005 | 6/24/2005 | Normal   |               | Complete |
| 1105155155155000 | Settlement    | 4/15/2005 | 4/22/2005 | Normal   |               | Awaiting |
| 1105235PBR123000 | Settlement    | 6/22/2005 | 6/24/2005 | Normal   |               | Entered  |
| 1105235PBR123000 | Authorization | 6/22/2005 | 6/24/2005 | Normal   | DUCK, DONALD  | Approve  |
| 1105235PBR123000 | Advance       | 6/22/2005 | 6/24/2005 | Normal   |               | Complete |

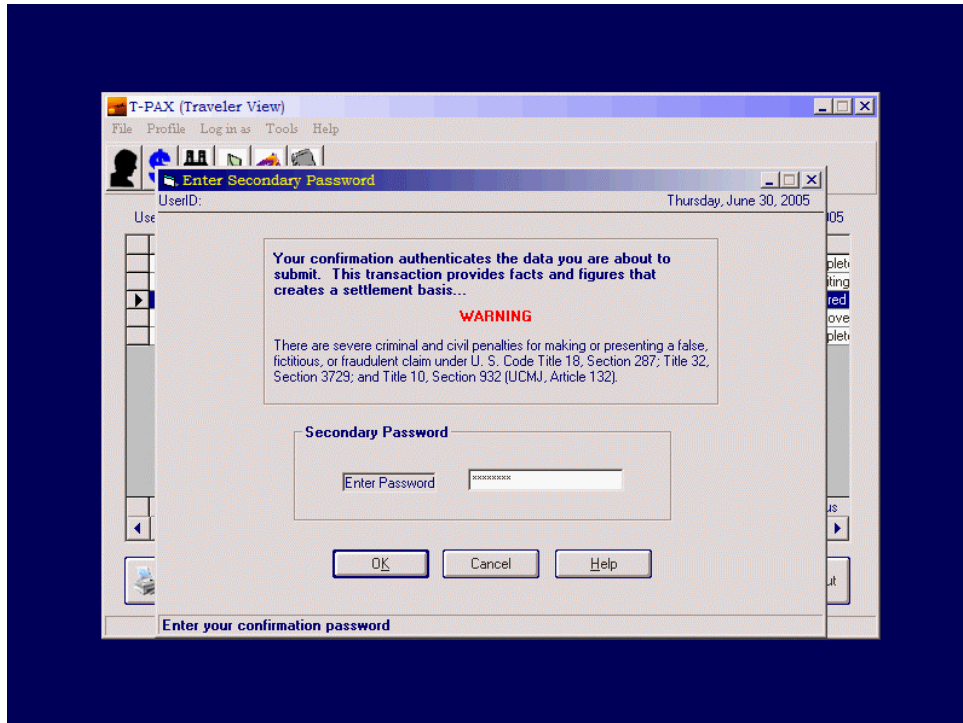
TONO/SDN Type From Date To Date Category Auth Official Status

Print Fill Out... Modify or View Delete Send to AO Logout

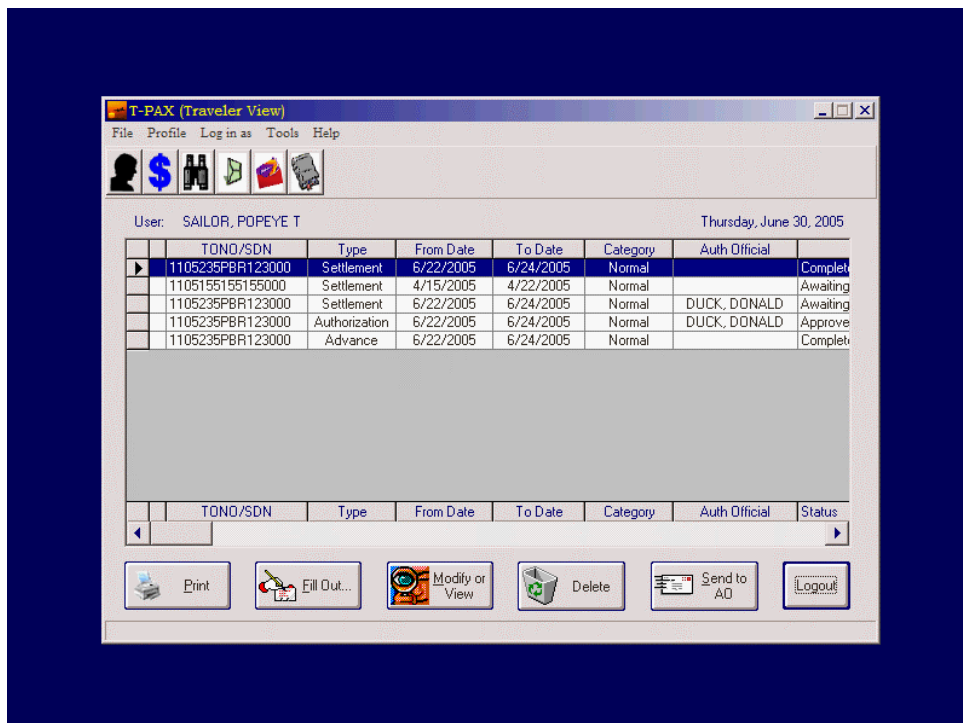
| Step | Action  |
|------|---|
| 33.  | Click the <b>Send to AO</b> button.<br>  |
| 34.  | Since Mr. Duck is the default AO, his name automatically appears.<br>Click the <b>OK</b> button.<br> |




| Step | Action  |
|------|---|
| 35.  | Enter the desired information into the <b>Secondary Password</b> field.<br>Example “ <b>1234abcd</b> ”. |

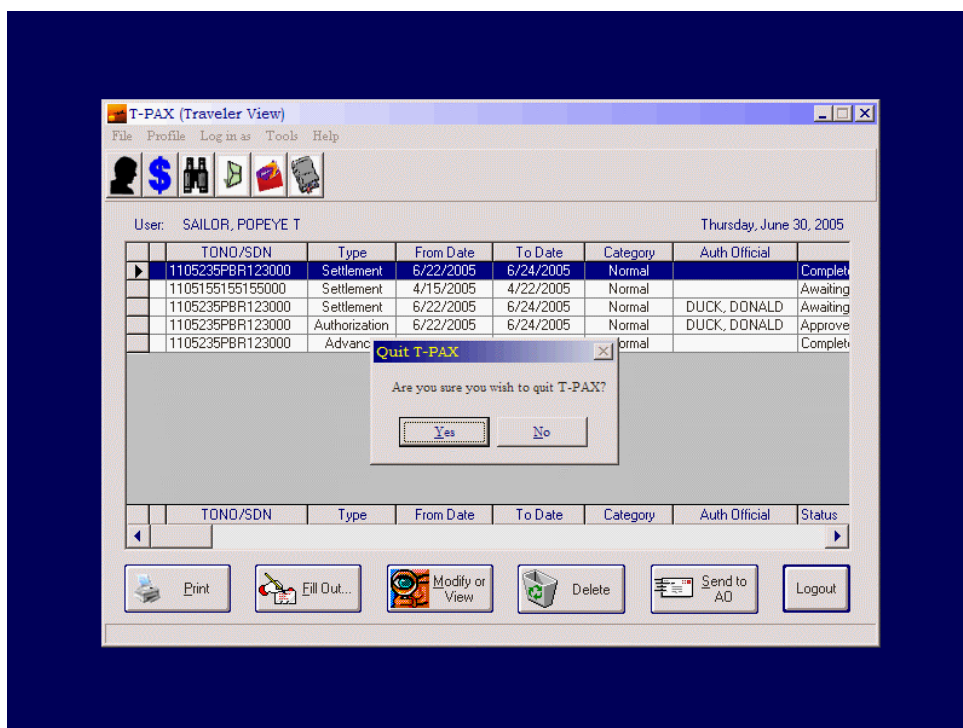


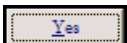
| Step | Action                      |
|------|-----------------------------|
| 36.  | Click the <b>OK</b> button. |






| Step | Action   |
|------|--|
| 37.  | Click the <b>Logout</b> button.<br> |



| Step | Action   |
|------|--|
| 38.  | Click the <b>Yes</b> button.<br><br>or Press <b>[Alt+Y]</b> .                                   |
| 39.  | Congratulations for completing the Completing a Supplemental Travel Claim tutorial.<br>Click the icons below to view in depth policies and procedures.<br><b>End of Procedure.</b> |


Please refer to: <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>



## Retrieve Orders/Claim

**Usage:** When a traveler needs to regain access to or control of a request for travel orders or a travel claim settlement, UTS(T-Pax) enables this functionality. One example would be when a traveler has forwarded a request for travel orders to the AO. The AO is on leave for three weeks, so the traveler can retrieve the request and forward it to another AO.

**Tips:** This process is also used when a claim has been approved by the AO, and PSC (Travel) has return the settlement to the member.

Please refer to: <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>

## Procedure

This tutorial provides thenecessary skills to retrieve a request for orders or a settlement (travel claim) from the AO or PSC (Travel).

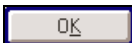
Required Information:

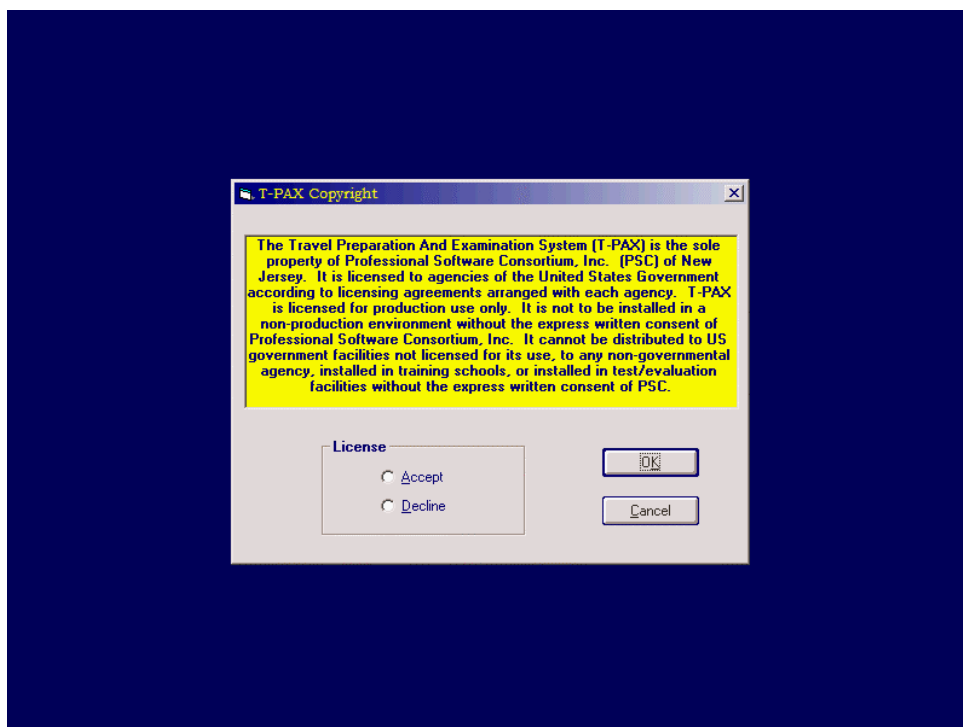
EMPLID


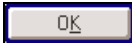
TONO

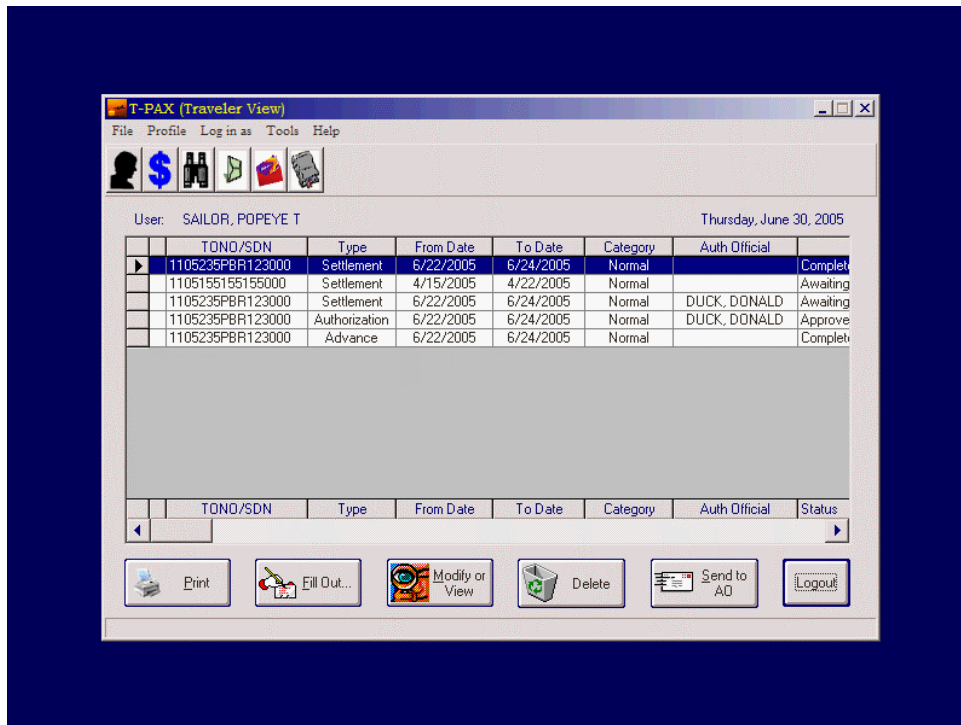



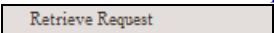
| Step | Action  |
|------|---|
| 1.   | Enter the desired information into the <b>User ID</b> field.<br>Example " <b>1234567</b> ".   |
| 2.   | Enter the desired information into the <b>Password</b> field.<br>Example " <b>abcd1234</b> ". |

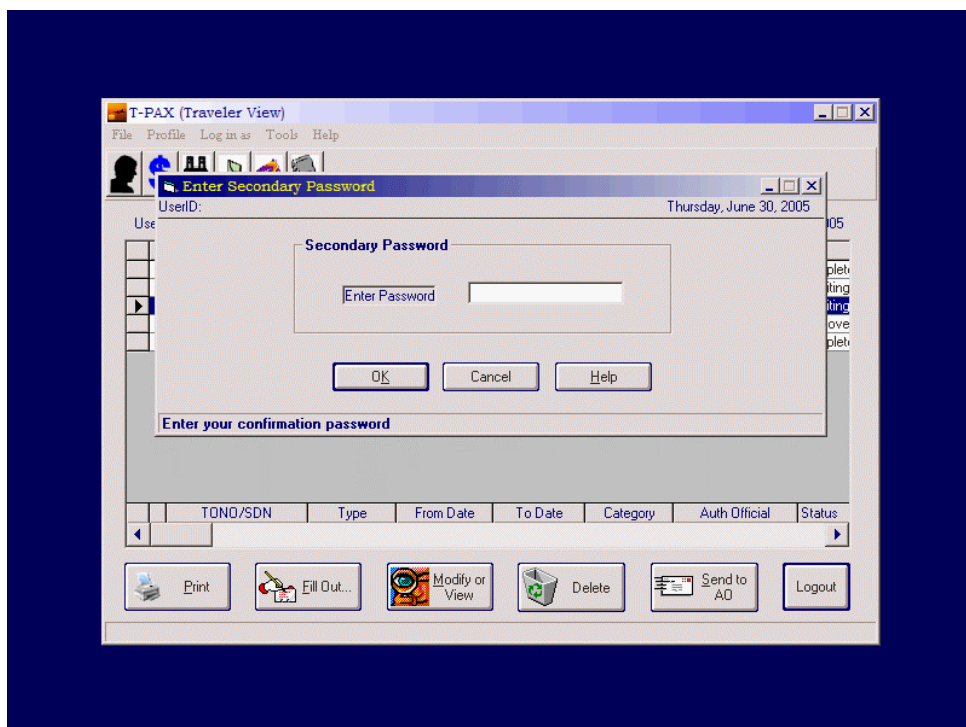
| Step | Action   |
|------|--|
| 3.   | Click the <b>OK</b> button.<br> |



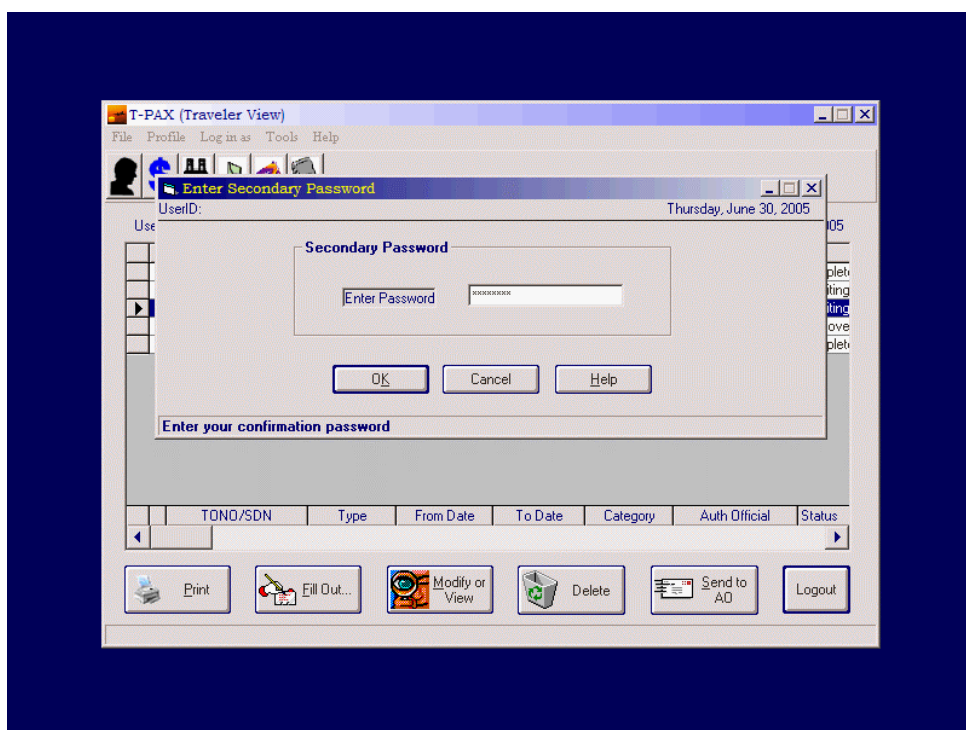
| Step | Action  |
|------|---|
| 4.   | Click the <b>Accept</b> option.<br><br>or Press <b>[Alt+A]</b> . |
| 5.   | Click the <b>OK</b> button.<br>                                  |

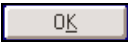


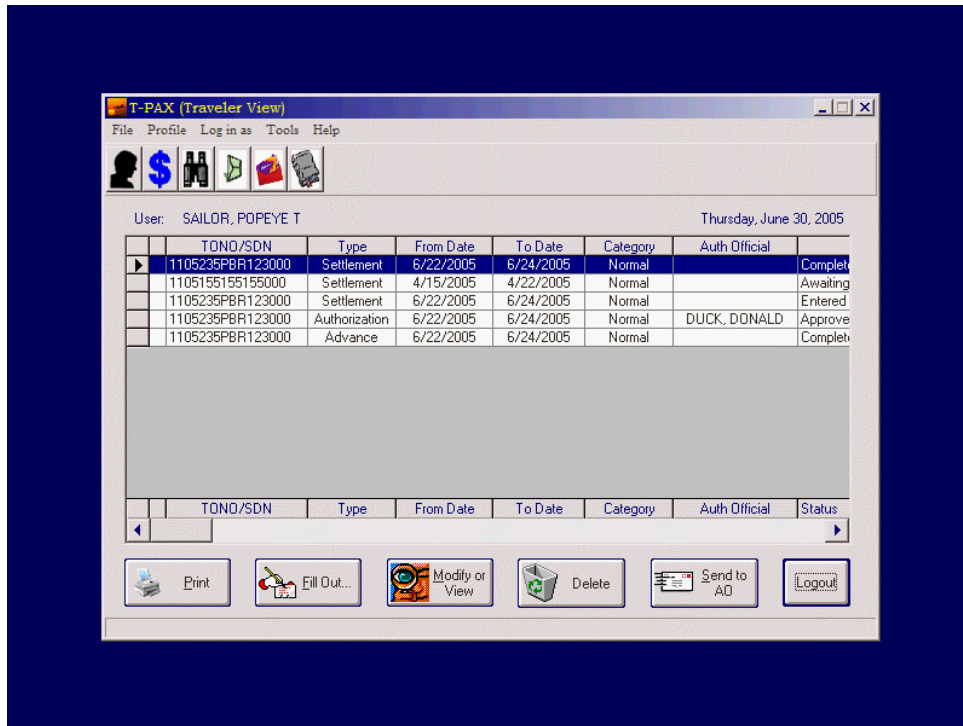
| Step | Action  |
|------|---|
| 6.   | Click the Request for Settlement on TONO <b>1105235PBR123000</b> in an <b>Awaiting AO approval</b> status.<br>Note: Only the word "Awaiting" is visible on this screen. |
| 7.   | Click the <b>File</b> menu.<br>  |
| 8.   | Click the <b>Retrieve Request</b> menu.<br>  |




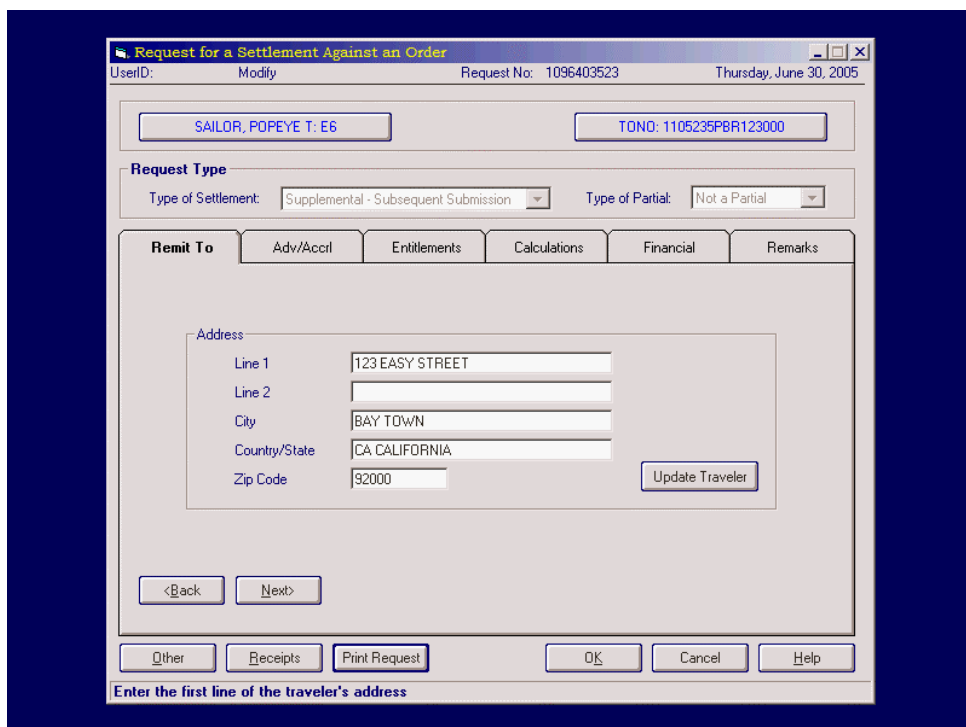
| Step | Action  |
|------|---|
| 9.   | Enter the desired information into the <b>Secondary Password</b> field.<br>Example “ <b>1234abcd</b> ”. |





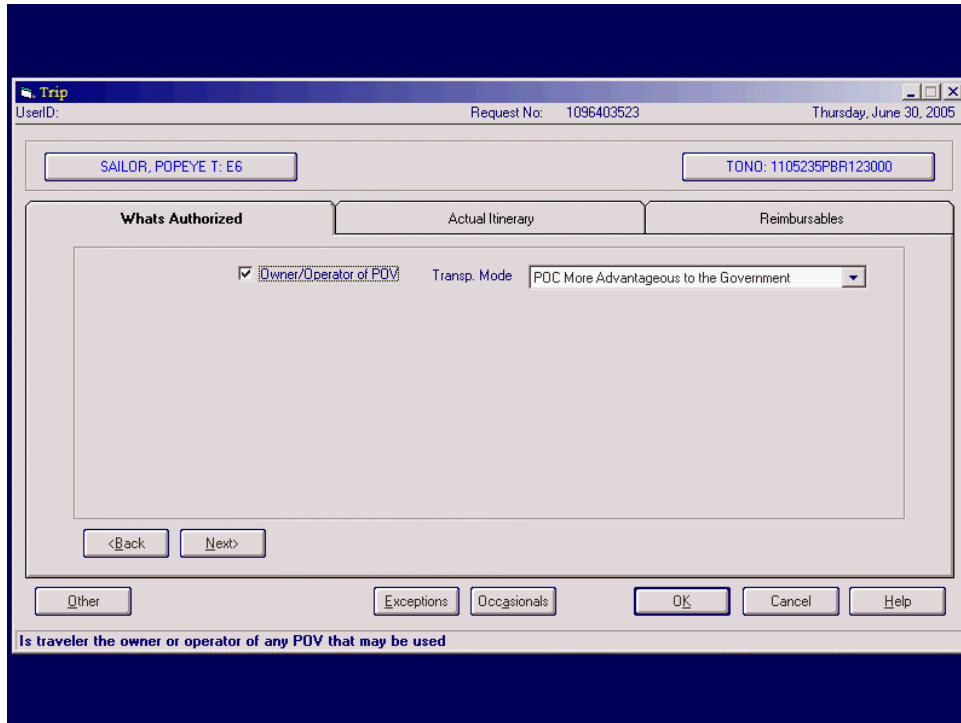
| Step | Action   |
|------|--|
| 10.  | Click the <b>OK</b> button.<br> |



| Step | Action   |
|------|--|
| 11.  | Click the Request for Settlement on TONO <b>1105235PBR123000</b> in an <b>Entered</b> status.                                  |
| 12.  | Click the <b>Modify or View</b> button.<br> |



| Step | Action  |
|------|---|
| 13.  | Click the <b>Entitlements</b> tab.<br>   |
| 14.  | Click the <b>View/Modify</b> button.<br> |



**Trip**  
 User ID: Request No: 1096403523 Thursday, June 30, 2005

SAILOR, POPEYE T: E6 TONO: 1105235PBR123000

**Whats Authorized** Actual Itinerary Reimbursables

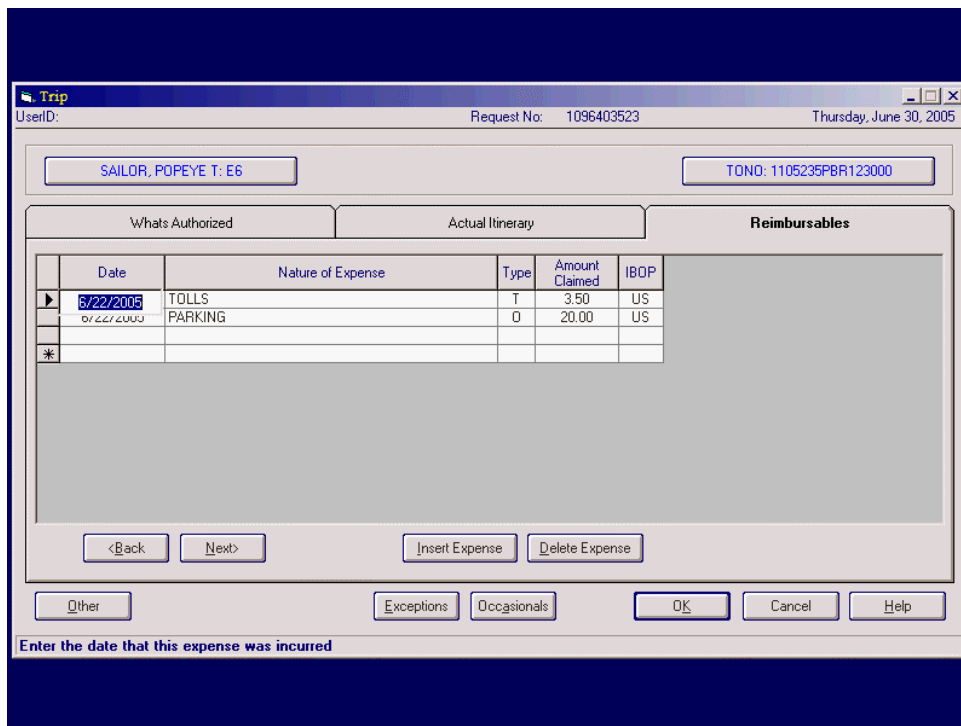
☒ Owner/Operator of POV Transp. Mode: POC More Advantageous to the Government

<Back Next>

Other Exceptions Occasionals OK Cancel Help

Is traveler the owner or operator of any POV that may be used

| Step | Action  |
|------|---|
| 15.  | Click the <b>Reimbursables</b> tab.<br><div>Reimbursables</div> |



**Trip**  
 User ID: Request No: 1096403523 Thursday, June 30, 2005

SAILOR, POPEYE T: E6 TONO: 1105235PBR123000

Whats Authorized Actual Itinerary **Reimbursables**

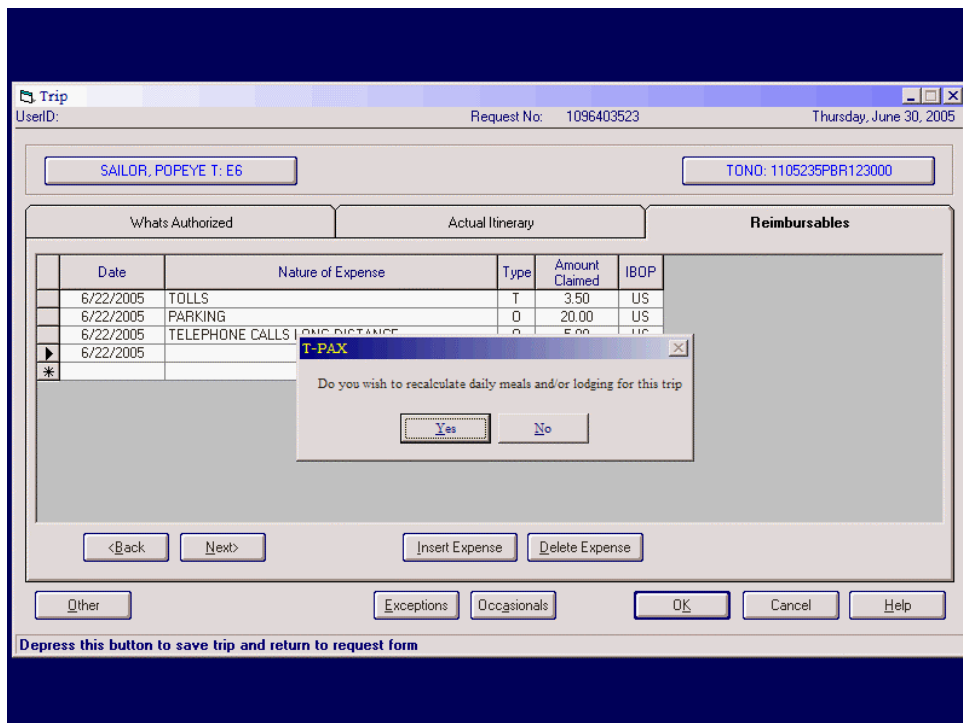
|   | Date       | Nature of Expense | Type | Amount Claimed | IBOP |
|---|------------|-------------------|------|----------------|------|
| ▶ | 6/22/2005  | TOLLS             | T    | 3.50           | US   |
|   | 07/22/2005 | PARKING           | O    | 20.00          | US   |
| * |            |                   |      |                |      |

<Back Next> Insert Expense Delete Expense

Other Exceptions Occasionals OK Cancel Help

Enter the date that this expense was incurred

| Step | Action  |
|------|---|
| 16.  | Click in the first open <b>Date</b> field.<br><input type="text"/>  |
| 17.  | Press <b>[Tab]</b> .  |
| 18.  | Enter the desired information into the <b>Nature of Expense</b> field.<br>Example " <b>Telephone Calls Long Distance</b> ". |
| 19.  | Press <b>[Tab]</b> .  |
| 20.  | Press <b>[Tab]</b> .  |
| 21.  | Enter the desired information into the <b>Amount Claimed</b> field.<br>Example " <b>5.00</b> ".                             |
| 22.  | Press <b>[Tab]</b> .  |
| 23.  | Press <b>[Tab]</b> .  |
| 24.  | Click the <b>OK</b> button.<br><input type="button" value="OK"/>  |



Trip Request Form for SAILOR, POPEYE T: E6. Request No: 1096403523. Thursday, June 30, 2005.

TONO: 1105235PBR123000

| Date      | Nature of Expense             | Type | Amount Claimed | IBOP |
|-----------|-------------------------------|------|----------------|------|
| 6/22/2005 | TOLLS                         | T    | 3.50           | US   |
| 6/22/2005 | PARKING                       | O    | 20.00          | US   |
| 6/22/2005 | TELEPHONE CALLS LONG DISTANCE | O    | 5.00           | US   |
| 6/22/2005 |                               |      |                |      |

Do you wish to recalculate daily meals and/or lodging for this trip?

Yes No

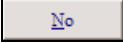
<Back Next Insert Expense Delete Expense

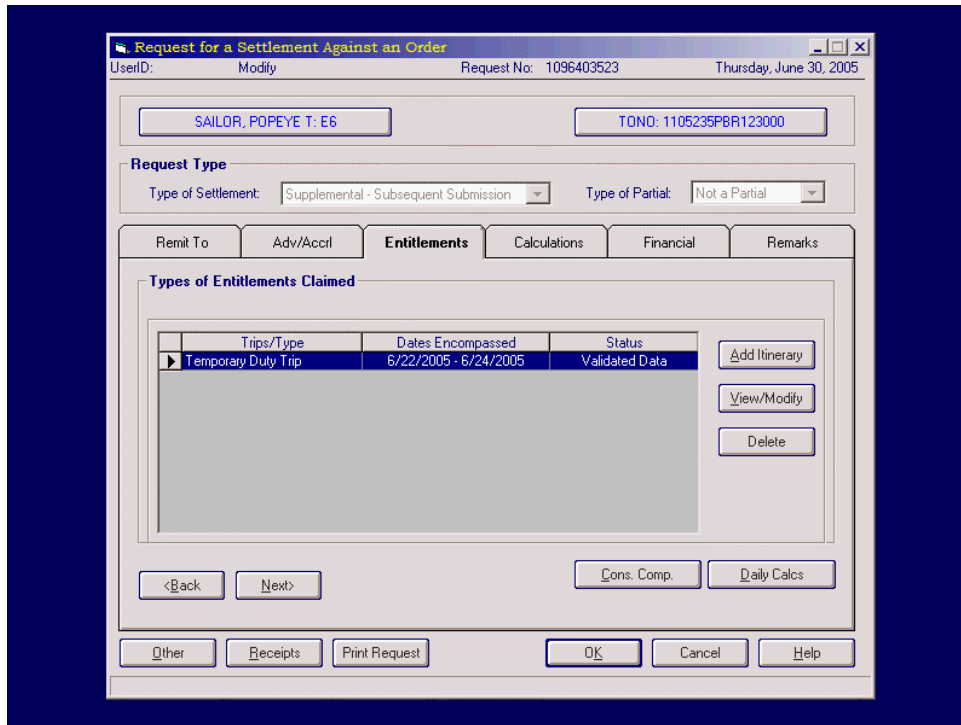
Other Exceptions Occasionals OK Cancel Help

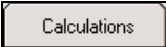

Depress this button to save trip and return to request form

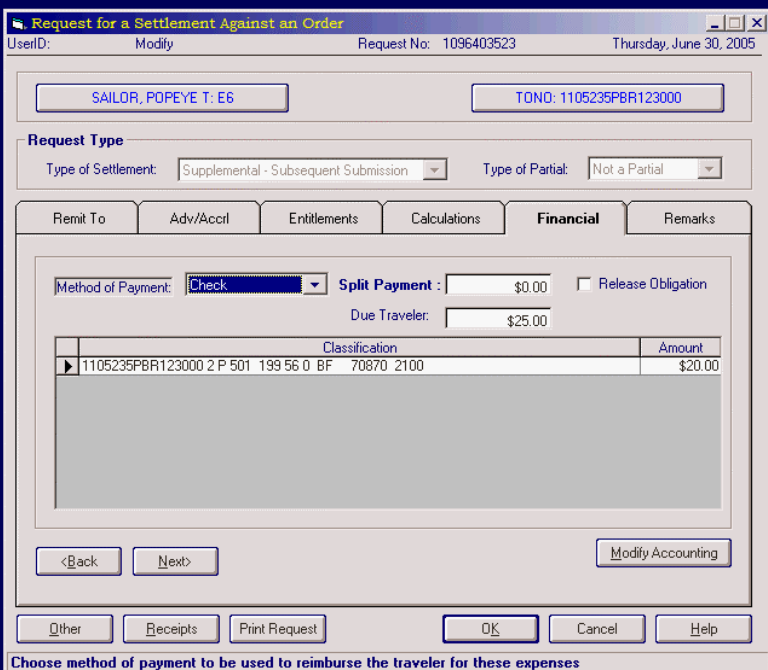
| Step | Action  |
|------|---|
| 25.  | Since the daily meals and lodging information has not changed, there is no need to recalculate. |



| Step | Action   |
|------|--|
|      | Click the <b>No</b> button.<br> |
|      | or Press <b>[Alt+N]</b> .  |



| Step | Action   |
|------|--|
| 26.  | Click the <b>Calculations</b> tab.<br>  |
| 27.  | Verify <b>Amount Due Member</b> has updated.<br>Click the <b>Financial</b> tab.<br> |



**Request for a Settlement Against an Order**

UserID: Modify Request No: 1096403523 Thursday, June 30, 2005

SAILOR, POPEYE T: E6 TONO: 1105235PBR123000

**Request Type**

Type of Settlement: Supplemental - Subsequent Submission Type of Partial: Not a Partial

Remit To Adv/Accr Entitlements Calculations **Financial** Remarks

Method of Payment: Check Split Payment: \$0.00 Release Obligation

Due Traveler: \$25.00

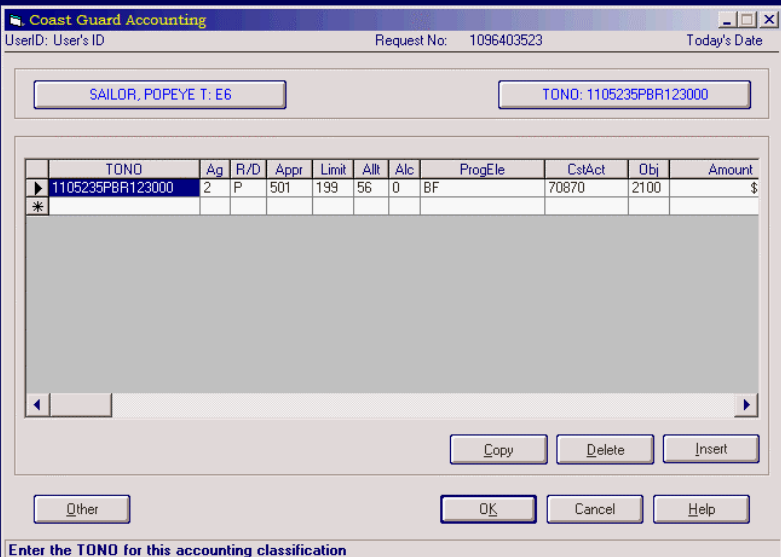
| Classification                                  | Amount  |
|---|---------|
| 1105235PBR123000 2 P 501 199 56 0 BF 70870 2100 | \$20.00 |

<Back Next> Modify Accounting

Other Receipts Print Request OK Cancel Help

Choose method of payment to be used to reimburse the traveler for these expenses

| Step | Action                                     |
|------|--|
| 28.  | Click the <b>Modify Accounting</b> button. |



**Coast Guard Accounting**

UserID: User's ID Request No: 1096403523 Today's Date


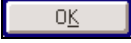
SAILOR, POPEYE T: E6 TONO: 1105235PBR123000

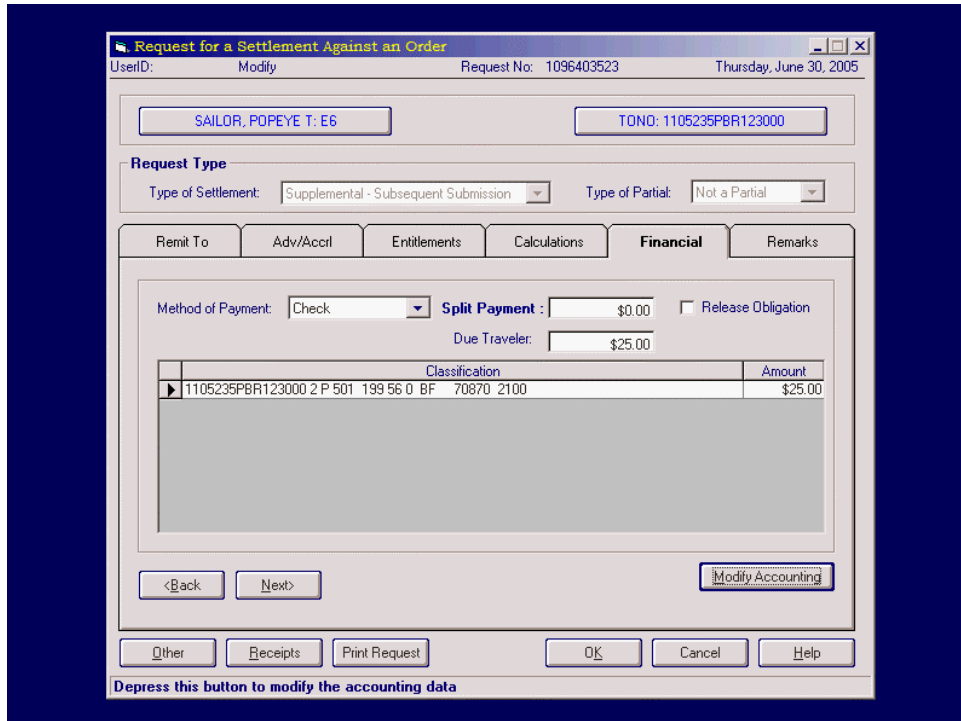
| TONO             | Ag | R/D | Appr | Limit | All | Alc | ProgEle | CstAct | Obj  | Amount |
|------------------|----|-----|------|-------|-----|-----|---------|--------|------|--------|
| 1105235PBR123000 | 2  | P   | 501  | 199   | 56  | 0   | BF      | 70870  | 2100 | \$     |

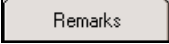
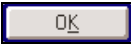
Copy Delete Insert

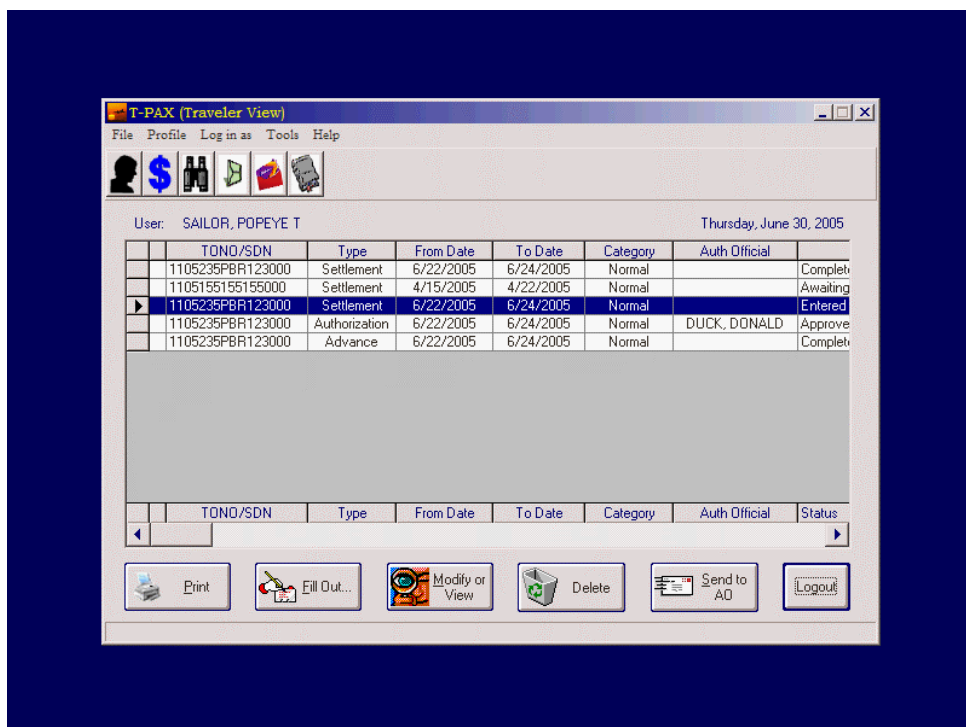
Other OK Cancel Help


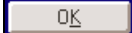
Enter the TONO for this accounting classification

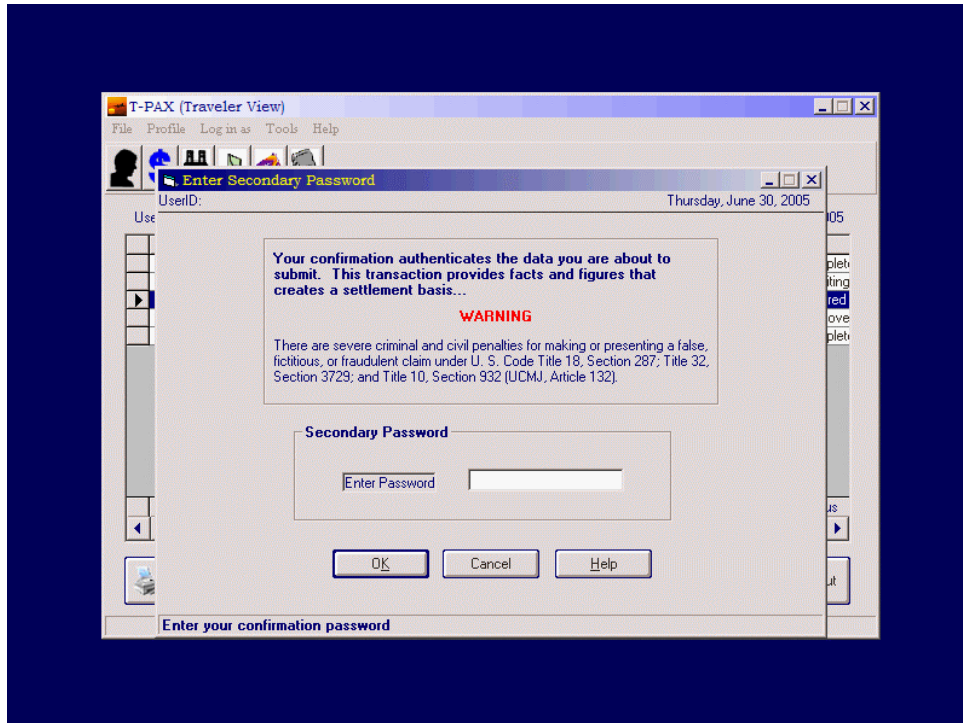
| Step | Action  |
|------|---|
| 29.  | Click the <b>Horizontal scrollbar</b> button of the right side of the scrollbar.<br> |
| 30.  | Verify the <b>Amount</b> has updated.<br>Click the <b>OK</b> button.<br>             |



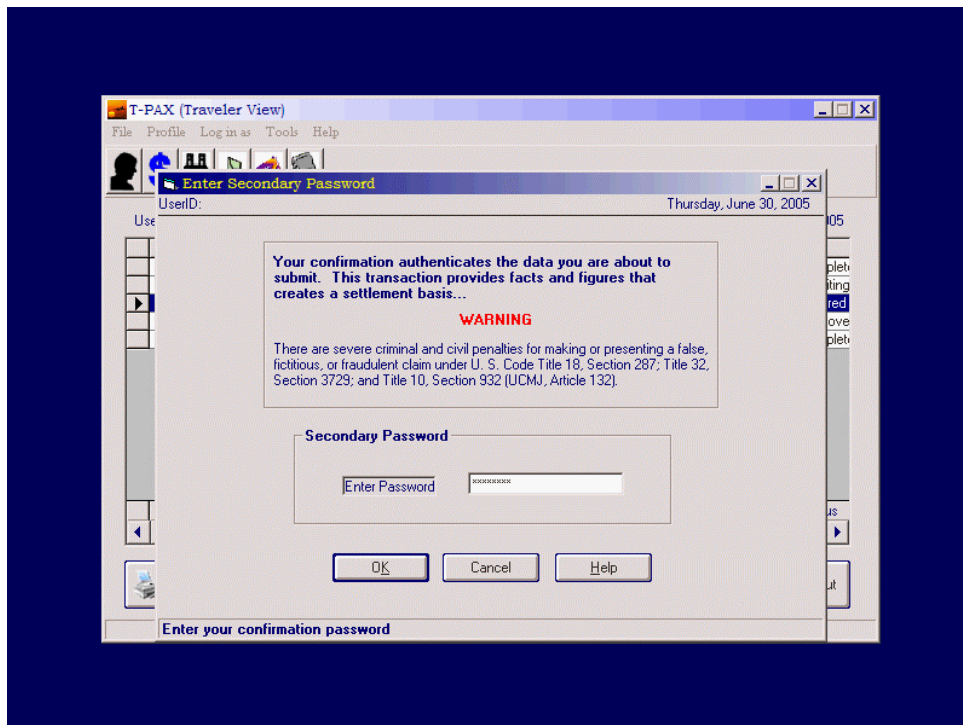
| Step | Action   |
|------|--|
| 31.  | Click the <b>Remarks</b> tab.<br> |
| 32.  | Enter the desired information into the <b>Remarks</b> field.<br>Example " <b>and phone calls.</b> ".                 |
| 33.  | Click the <b>OK</b> button.<br>   |

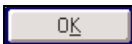


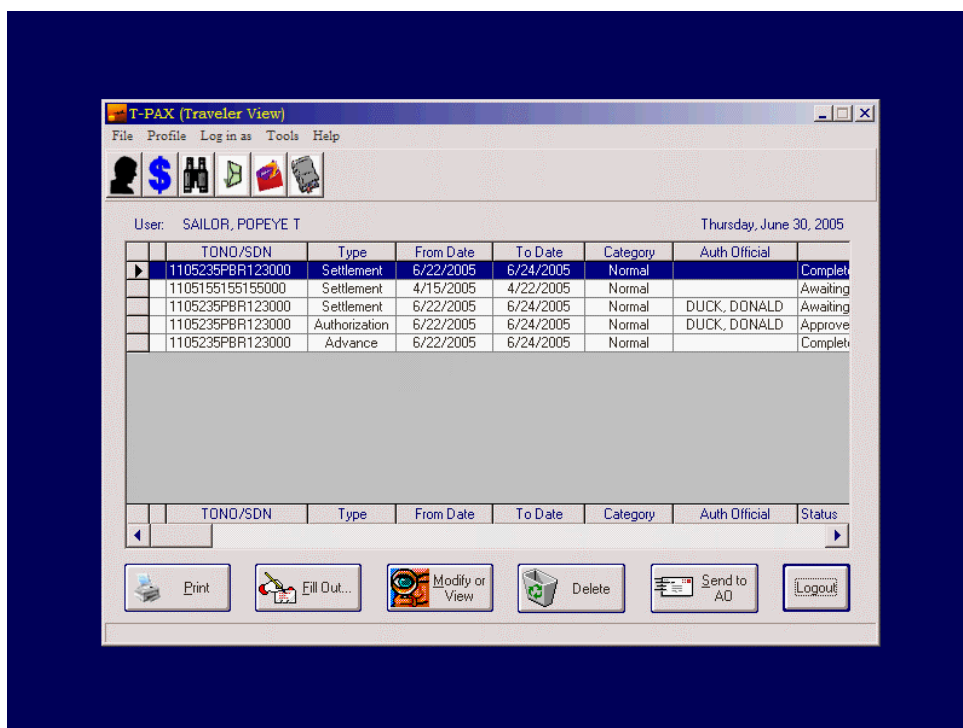
| Step | Action  |
|------|---|
| 34.  | Click the <b>Send to AO</b> button.<br>  |
| 35.  | Since Mr. Duck is the designated AO, his name automatically appears. Click the <b>OK</b> button.<br> |




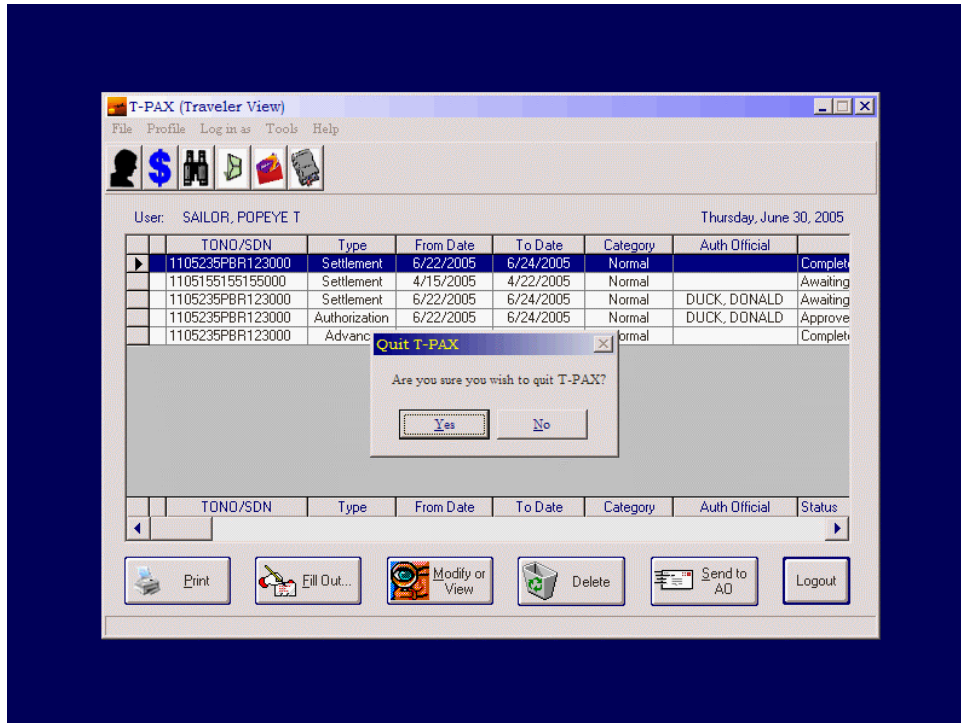
| Step | Action  |
|------|---|
| 36.  | Enter the desired information into the <b>Secondary Password</b> field.<br>Example “ <b>1234abcd</b> ”. |

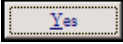


| Step | Action   |
|------|--|
| 37.  | Click the <b>OK</b> button.<br> |



| Step | Action   |
|------|--|
| 38.  | Click the <b>Logout</b> button.<br> |



| Step | Action   |
|------|--|
| 39.  | Click the <b>Yes</b> button.<br><br>or Press <b>[Alt+Y]</b> .                     |
| 40.  | Congratulations for completing the Retrieve Orders/Claim tutorial.<br>Click on the icons below to view in depth policies and procedures.<br><b>End of Procedure.</b> |



Please refer to: <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>

## Print TVS

**Usage:** The Travel Voucher Summary (TVS) provides the calculation used to liquidate a travel claim. By printing the TVS, a traveler can verify each entitlement and the total amount paid.

**Tips:** Since travelers are required to maintain paper copies of orders for a period of 6 years, 3 months, print and file the TVS with the orders, required receipts, and the travel claim.

Please refer to: <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>

## Procedure

This tutorial provides the necessary skills to print a Travel Voucher Summary (TVS).

Required Information:

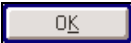
EMPLID

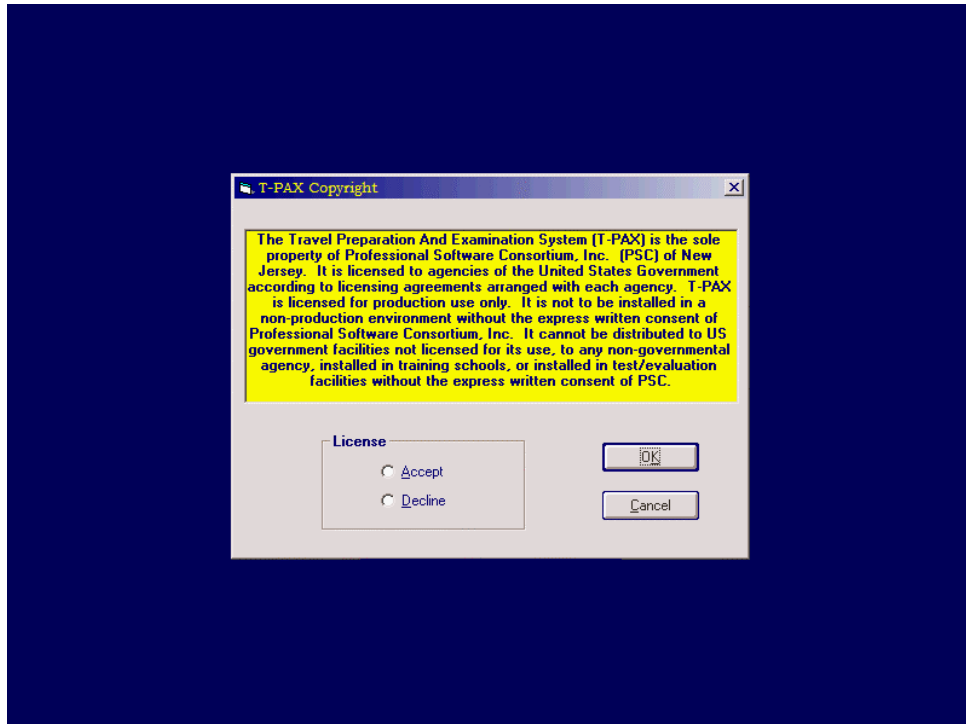
TONO





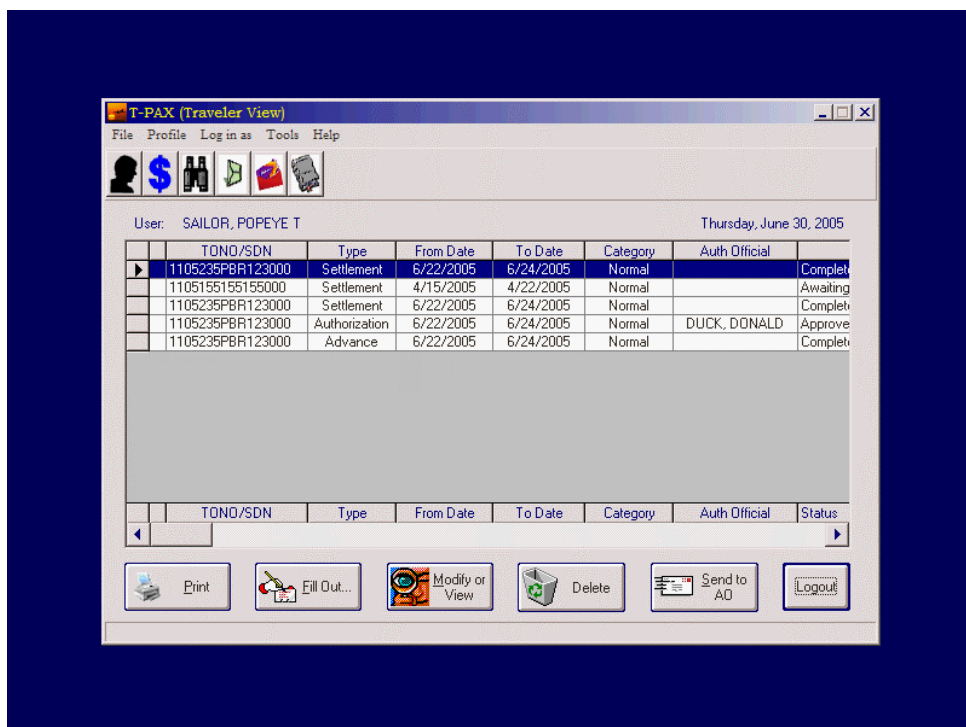
| Step | Action  |
|------|---|
| 1.   | Enter the desired information into the <b>User ID</b> field.<br>Example " <b>1234567</b> ".   |
| 2.   | Press <b>[Tab]</b> .  |
| 3.   | Enter the desired information into the <b>Password</b> field.<br>Example " <b>abcd1234</b> ". |
| 4.   | Click the <b>OK</b> button.   |



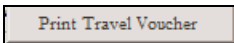


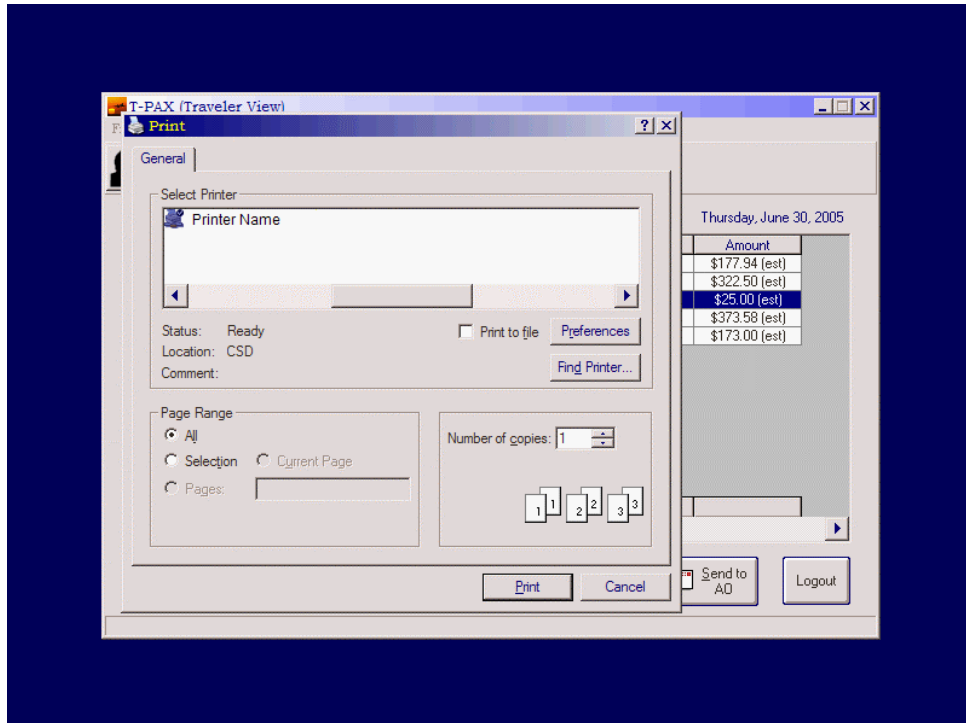
| Step | Action  |
|------|---|
|      |  |

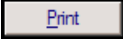


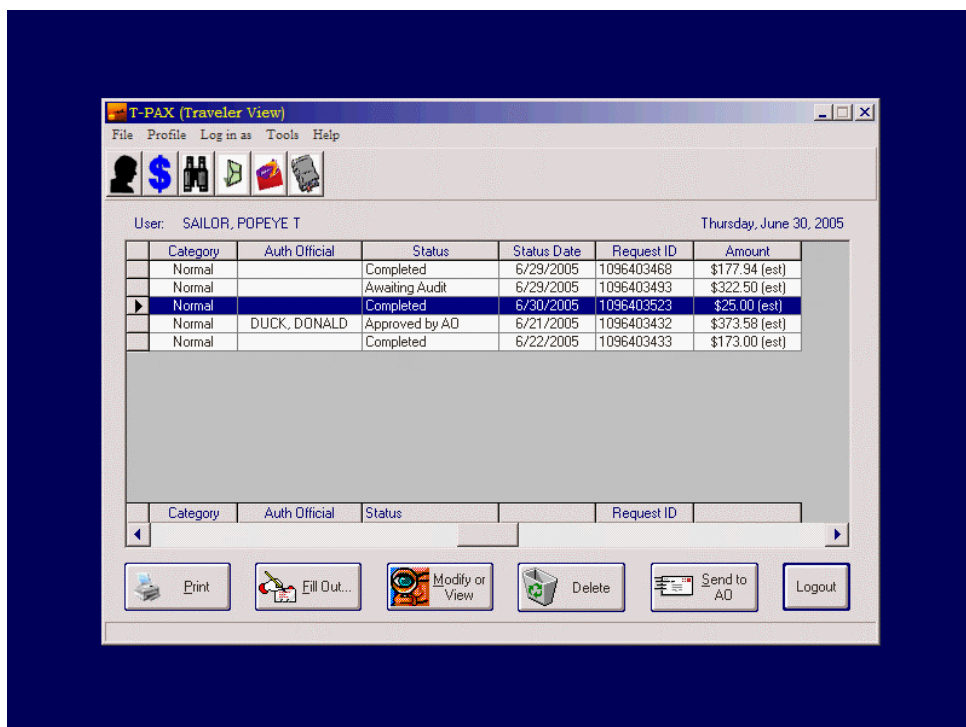
| Step | Action   |
|------|--|
| 5.   | Click the <b>Accept</b> option.<br><br><i>or</i> Press <b>[Alt+A]</b> . |
| 6.   | Click the <b>ok</b> button.<br>   |



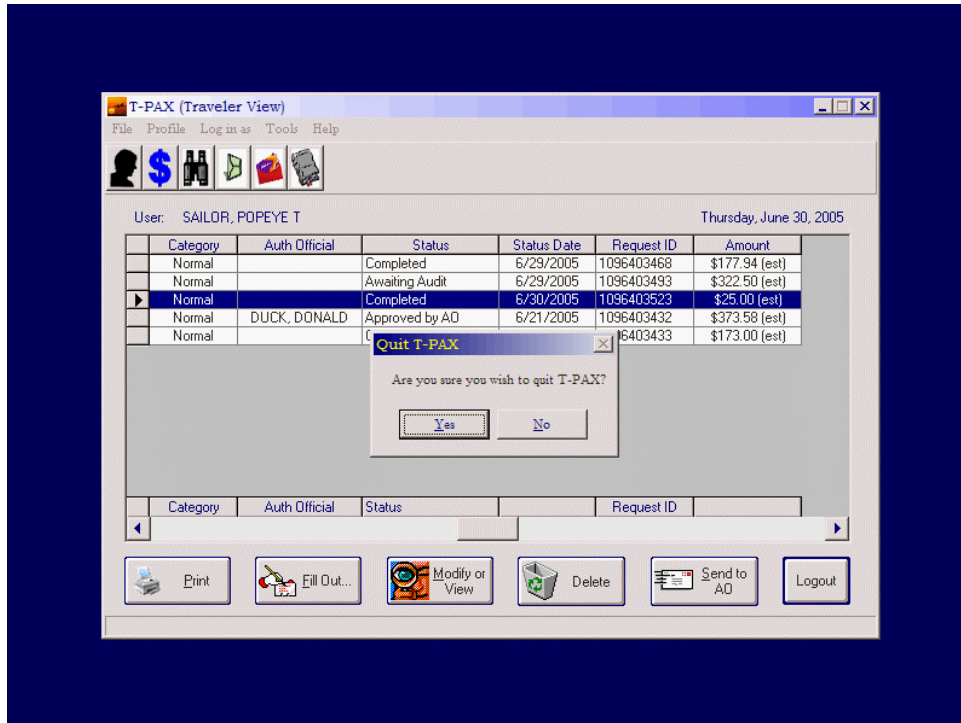
| Step | Action  |
|------|---|
| 7.   | Click the <b>Horizontal scrollbar</b> scrollbar.<br>     |
| 8.   | To print a <b>Travel Voucher Summary (TVS)</b> , the claim status must be " <b>Completed</b> ". Select the claim for <b>\$25.00 (est)</b> . |
| 9.   | Click the <b>Print</b> button.<br>                       |
| 10.  | Click the <b>Print Travel Voucher</b> menu.<br>          |

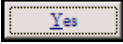


| Step | Action  |
|------|---|
| 11.  | Click the <b>Print</b> button.<br> |
|      | or Press <b>[Alt+P]</b> .   |



| Step | Action                          |
|------|---------------------------------|
| 12.  | Click the <b>Logout</b> button. |
|      | <div>Logout</div>               |



| Step | Action  |
|------|---|
| 13.  | Click the <b>Yes</b> button.<br><br>or Press <b>[Alt+Y]</b> .      |
| 14.  | Congratulations for completing the Print TVS tutorial.<br>Click the icons below to view in depth policies and procedures.<br><b>End of Procedure.</b> |



Please refer to: <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>

## Approving Official

**Usage:** To maintain integrity in the UTS(T-Pax) system, all orders and travel claims must be reviewed and approved by an Authorizing Official (AO). Each AO is designated in writing and is responsible for the accuracy and of all entitlements authorized. All required receipts must be presented to the AO for review.

Please refer to: <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>

## Approving New Orders

**Usage:** TAD travel orders may be created in UTS(T-Pax). Creating the orders in UTS(T-Pax) will save time when submitting a travel claim. All of the information required to complete the orders will automatically transfer to the travel claim.

**Approval:** Authorizing Official (AO) approval is required.

**Tips -** The AO must ensure travel orders and authorizations are accurate and in accordance with the Order Issuing Authority (OIA). Do not use UTS(T-Pax) to enter PSC Orders and PCS Claims. Please refer to: <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>


## Procedure

This tutorial provides the necessary skills to approve a new set of orders.

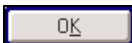
### Required Information

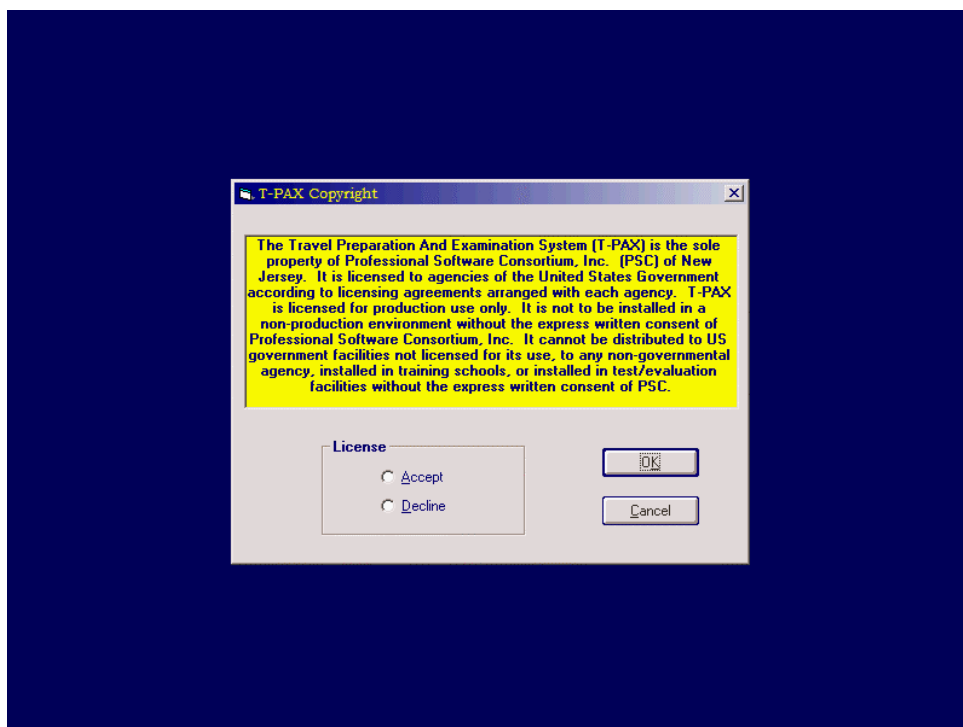
Member's Name


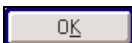
TONO



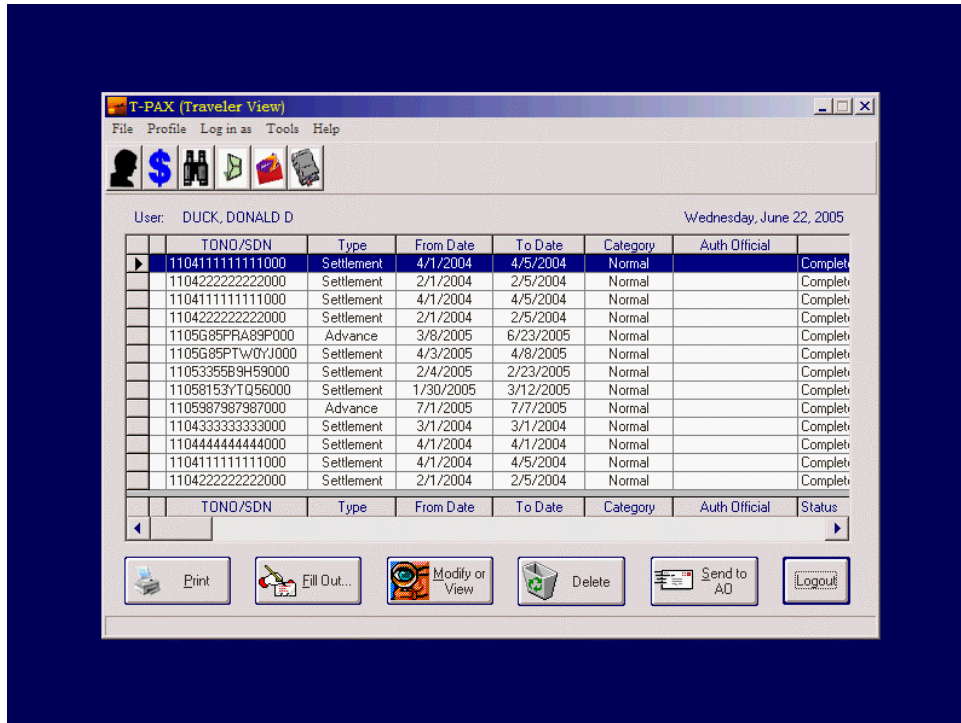
| Step | Action  |
|------|---|
| 1.   | Enter the desired information into the <b>User ID</b> field.<br>Example " <b>7654321</b> ".   |
| 2.   | Press <b>[Tab]</b> .  |
| 3.   | Enter the desired information into the <b>Password</b> field.<br>Example " <b>TEST1234</b> ". |


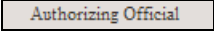
| Step | Action   |
|------|--|
| 4.   | Click the <b>OK</b> button.<br> |

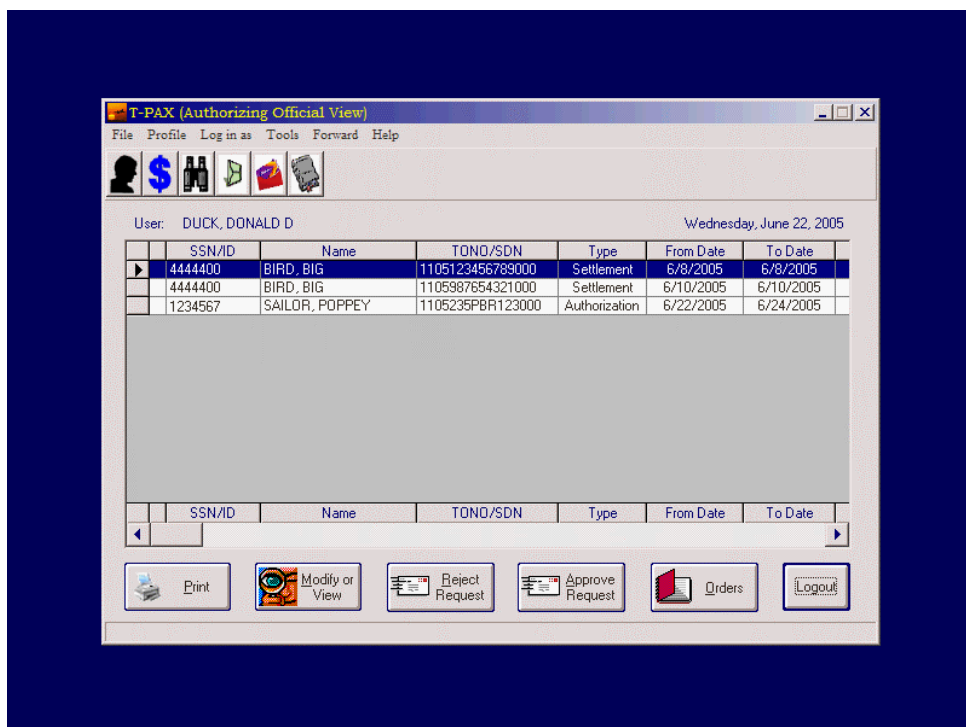



| Step | Action  |
|------|---|
| 5.   | Click the <b>Accept</b> option.<br><br>or Press <b>[Alt+A]</b> . |
| 6.   | Click the <b>OK</b> button.<br>                                  |

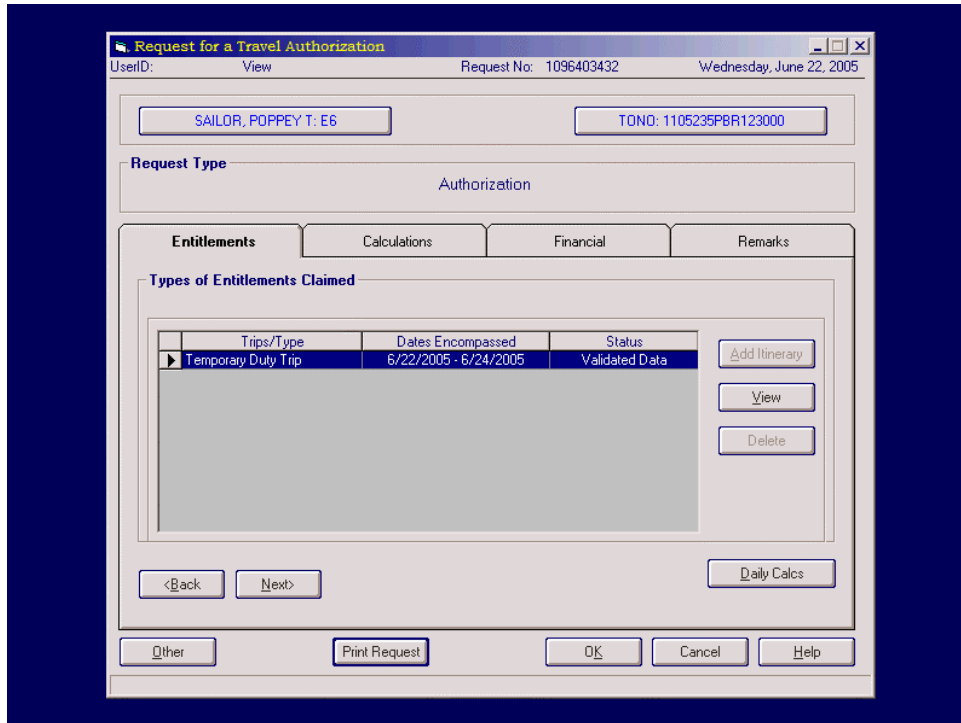





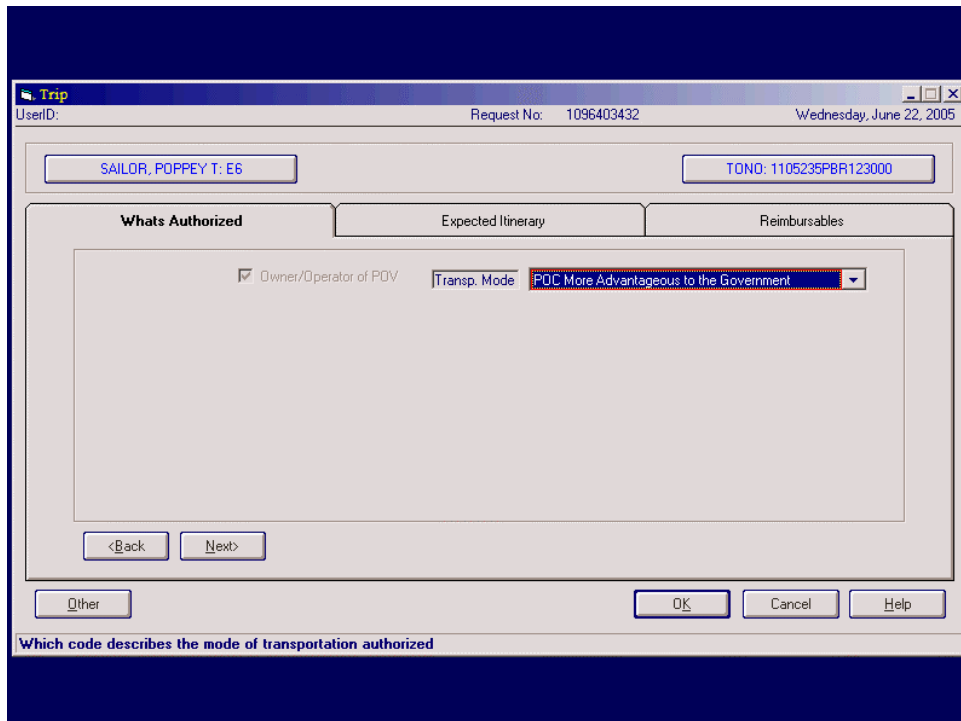
| Step | Action   |
|------|--|
| 7.   | Click the <b>Log in as</b> menu.<br>            |
| 8.   | Click the <b>Authorizing Official</b> menu.<br> |

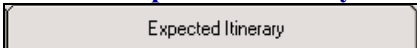
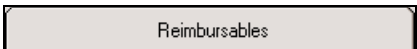
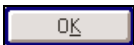


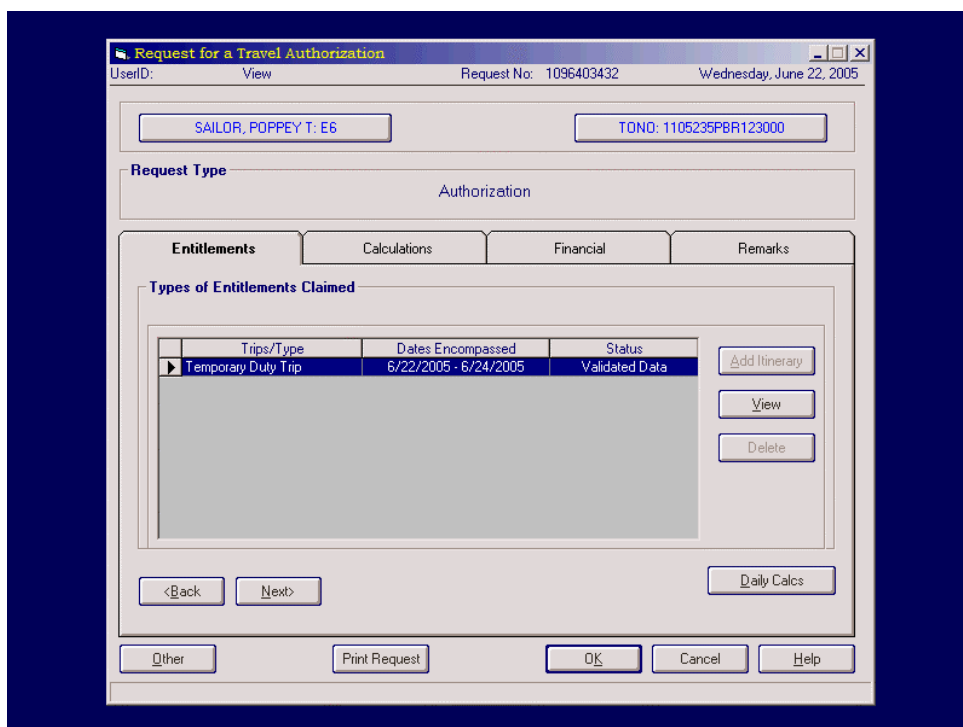
| Step | Action   |
|------|--|
| 9.   | Select the desired set of orders.<br>Click orders for <b>SAILOR, POPPEY</b> .  |
| 10.  | Click the <b>Modify or View</b> button.<br> |

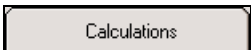
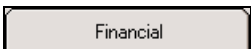


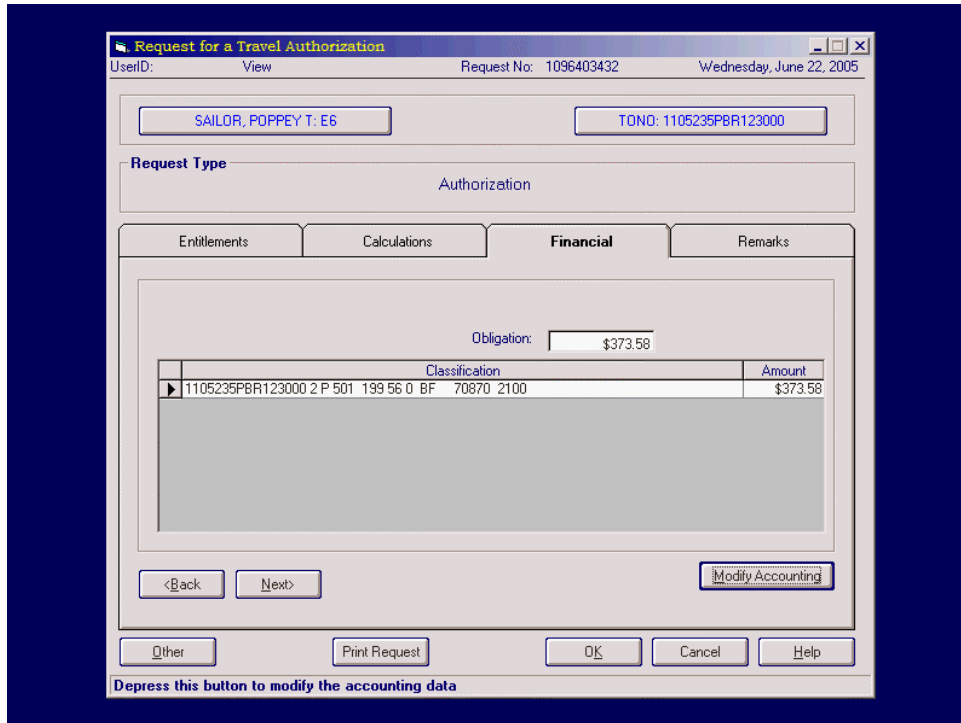
| Step | Action   |
|------|--|
| 11.  | Click the <b>View</b> button.<br> |


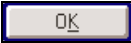


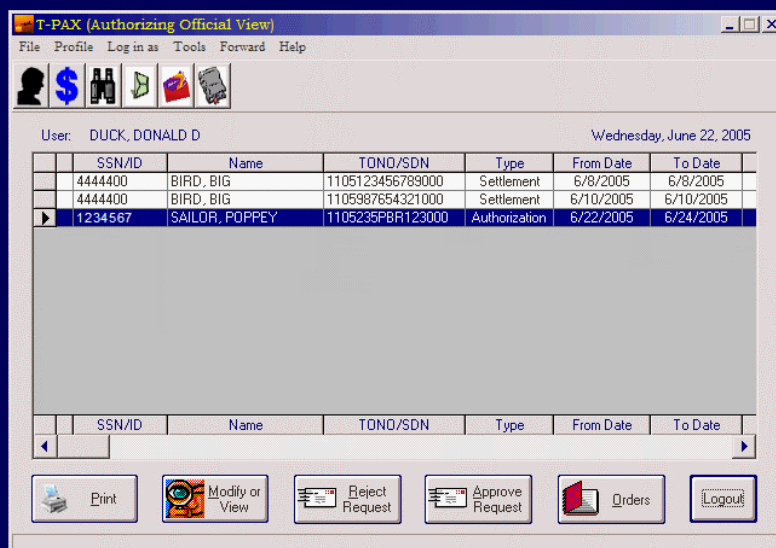
| Step | Action   |
|------|--|
| 12.  | Verify the <b>Transp. Mode</b> , then...<br>Click the <b>Expected Itinerary</b> button.<br> |
| 13.  | Review the itinerary information, then...<br>Click the <b>Reimbursables</b> button.<br>     |
| 14.  | Review the Reimbursables, then...<br>Click the <b>OK</b> button.<br>                        |



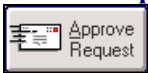
| Step | Action  |
|------|---|
| 15.  | Click the <b>Calculations</b> tab.<br> |
| 16.  | Click the <b>Financial</b> tab.<br>    |

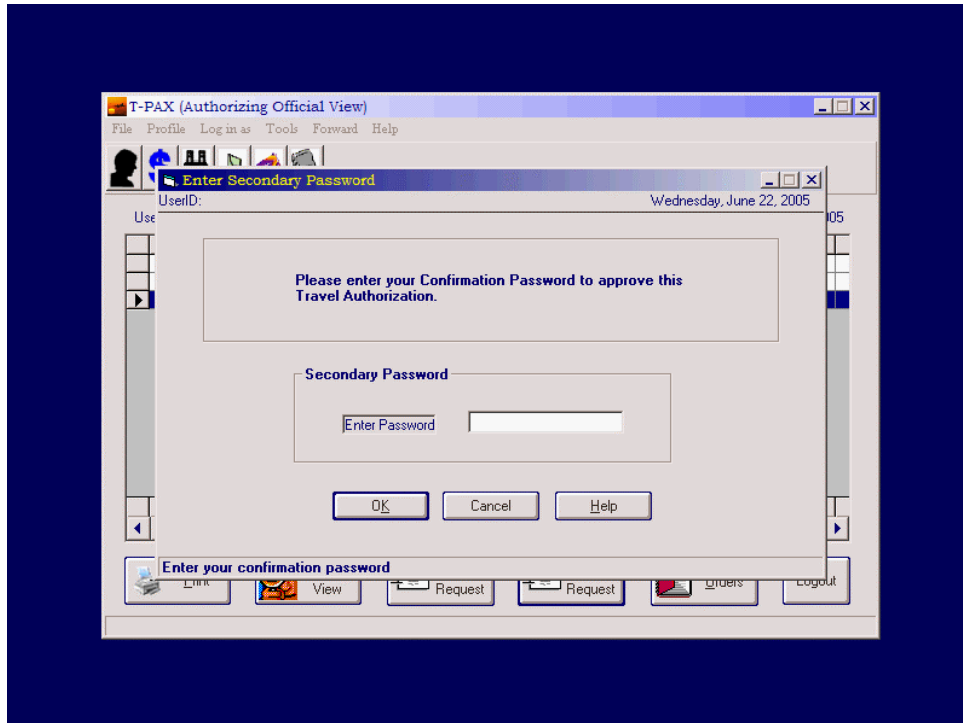


| Step | Action  |
|------|---|
| 17.  | Click the <b>Remarks</b> tab.<br>  |
| 18.  | Note: These comments will appear on both the orders and the travel claim.<br>Click the <b>OK</b> button.<br> |

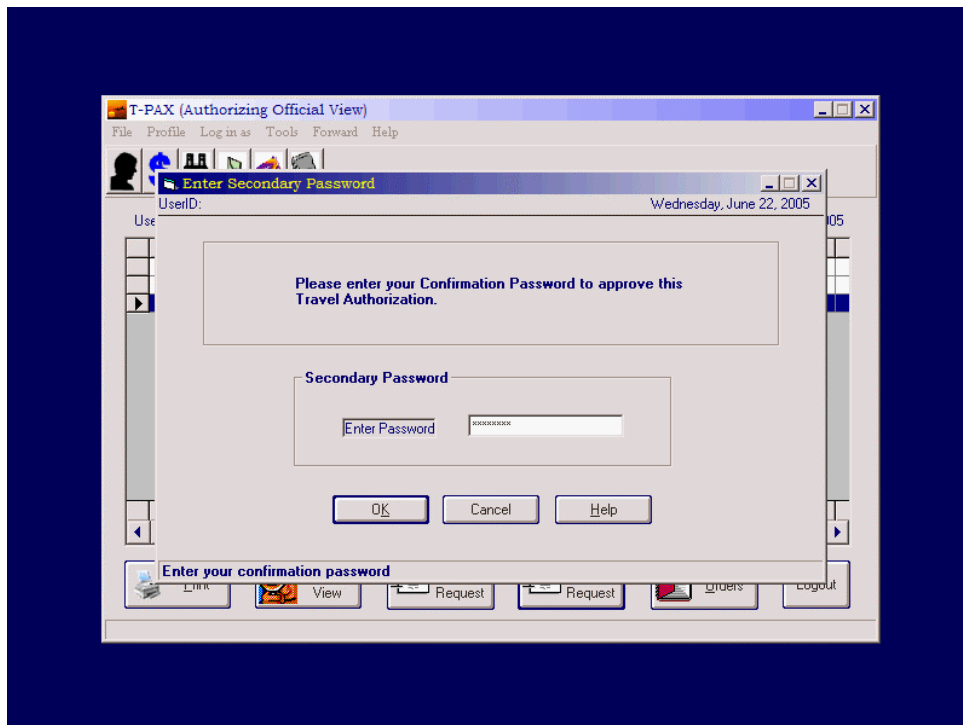


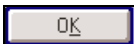
| SSN/ID  | Name           | TONO/SDN         | Type          | From Date | To Date   |
|---------|----------------|------------------|---------------|-----------|-----------|
| 4444400 | BIRD, BIG      | 1105123456789000 | Settlement    | 6/8/2005  | 6/8/2005  |
| 4444400 | BIRD, BIG      | 1105987654321000 | Settlement    | 6/10/2005 | 6/10/2005 |
| 1234567 | SAILOR, POPPEY | 1105235PBR123000 | Authorization | 6/22/2005 | 6/24/2005 |

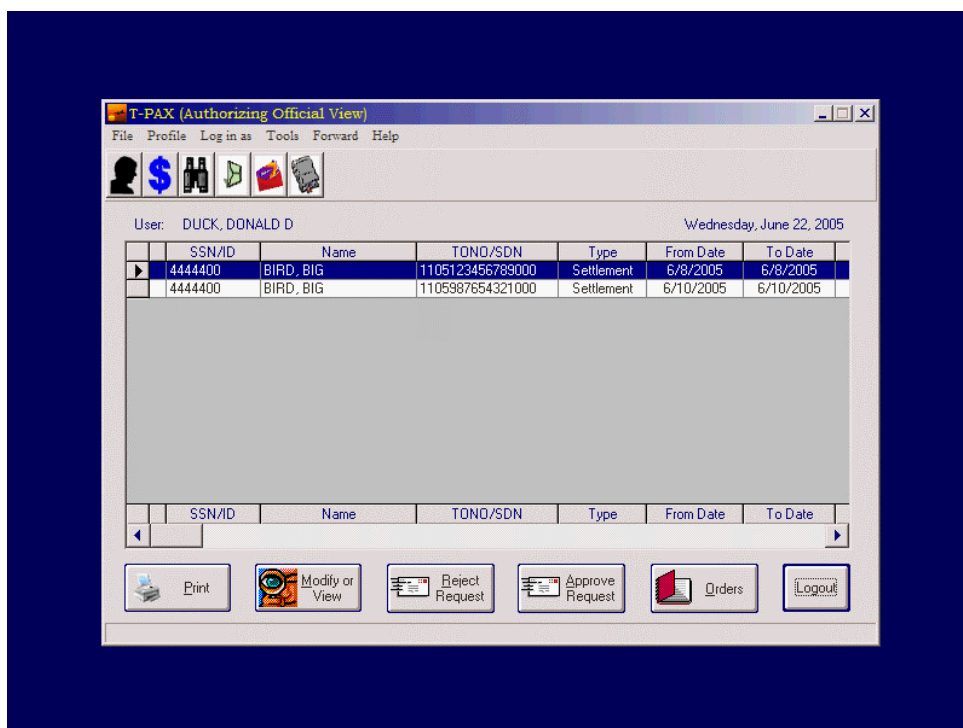
| Step | Action   |
|------|--|
| 19.  | Click the <b>Approve Request</b> button.  |




| Step | Action  |
|------|---|
| 20.  | Enter the desired information into the <b>Enter Password</b> field.<br>Example “ <b>TEST1234</b> ”. |

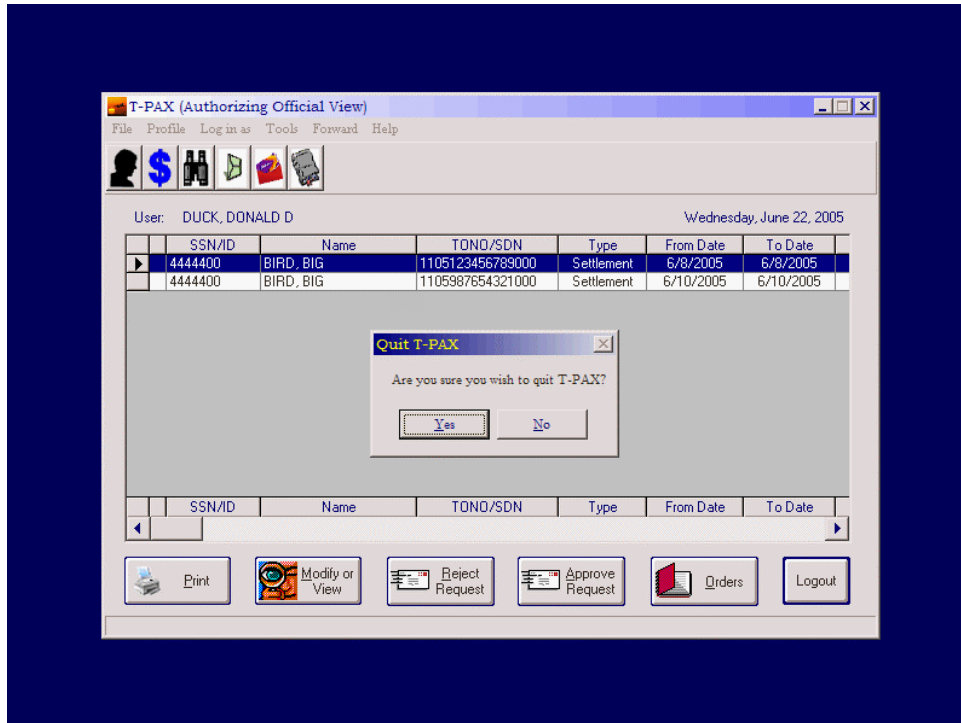


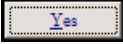
| Step | Action   |
|------|--|
| 21.  | Click the <b>OK</b> button.<br> |



| Step | Action   |
|------|--|
| 22.  | Click the <b>Logout</b> button.<br> |





| Step | Action  |
|------|---|
| 23.  | Click the <b>Yes</b> button.<br><div data-bbox="418 1056 540 1098" data-label="Image">  </div> or Press <b>[Alt+Y]</b> . |
| 24.  | Congratulations for completing the Approving New Orders tutorial.<br>Click the icons below to view in depth policies and procedures.<br><b>End of Procedure.</b>  |



Please refer to: <https://secureapp2.hqda.pentagon.mil/perdiem/trvregs.html>

## Approving a Request for Advance

**Usage:** When members travel, they can request advanced funds based on estimated expenses. T-Pax calculates the estimated expenses and maximum amount authorized for an advance.

**Tips:** AO's are required to approve these requests prior to the member's departure.

Please refer to: <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>

## Procedure

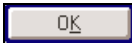
This tutorial provides the necessary skills to approve a member's request for advanced travel funds.

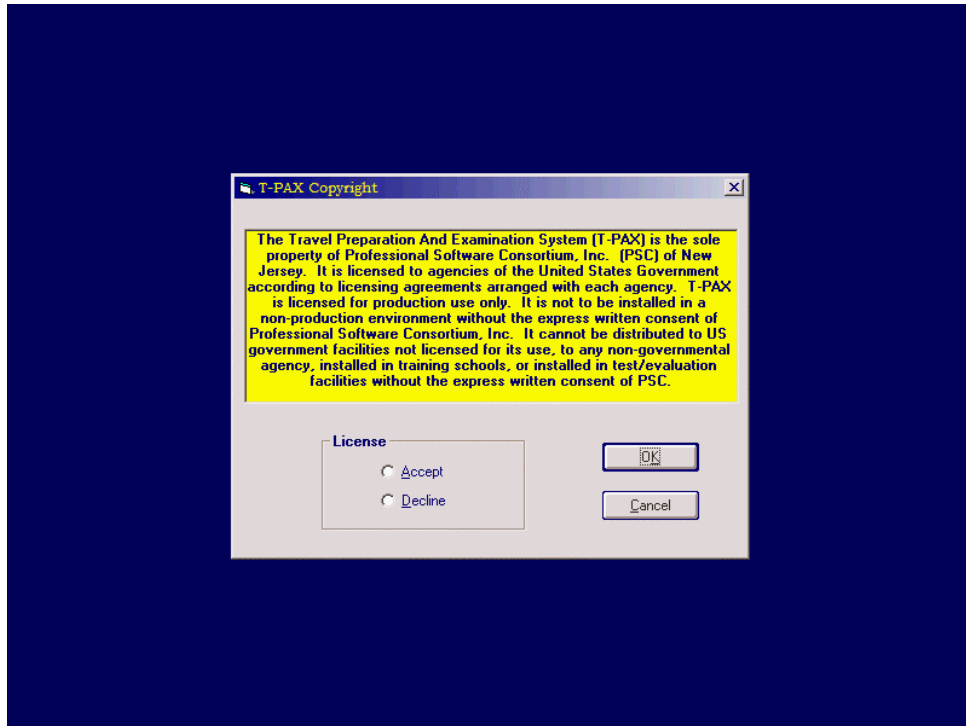
### Required Information

Member's Name

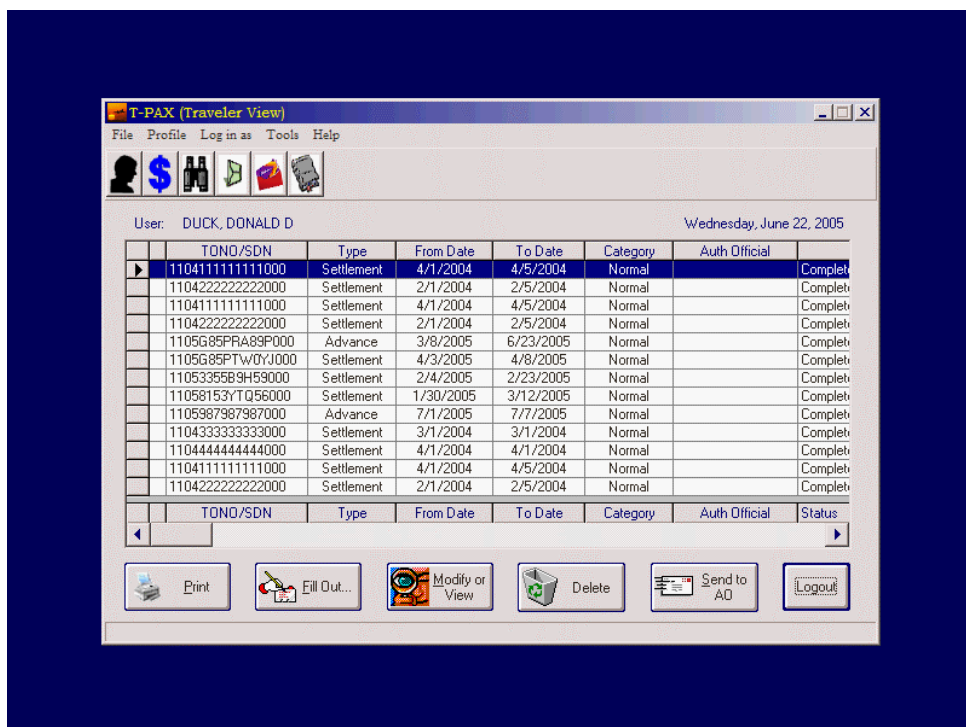
TONO


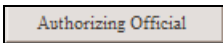


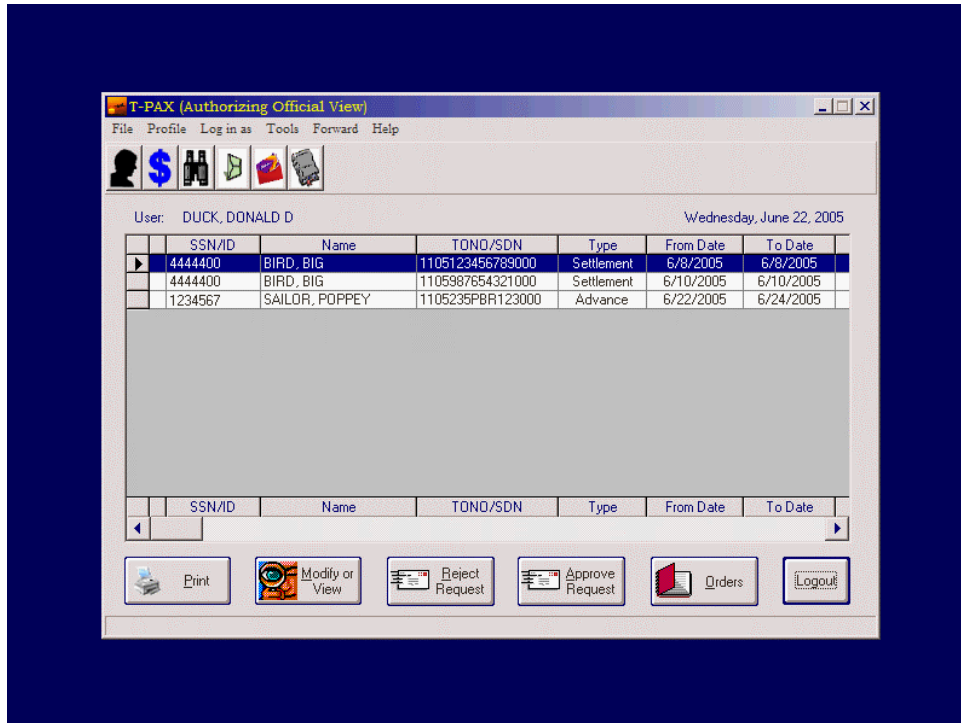
| Step | Action   |
|------|--|
| 1.   | Enter the desired information into the <b>User ID</b> field.<br>Example “ <b>7654321</b> ”.                        |
| 2.   | Enter the desired information into the <b>Password</b> field.<br>Example “ <b>TEST1234</b> ”.                      |
| 3.   | Click the <b>OK</b> button.<br> |




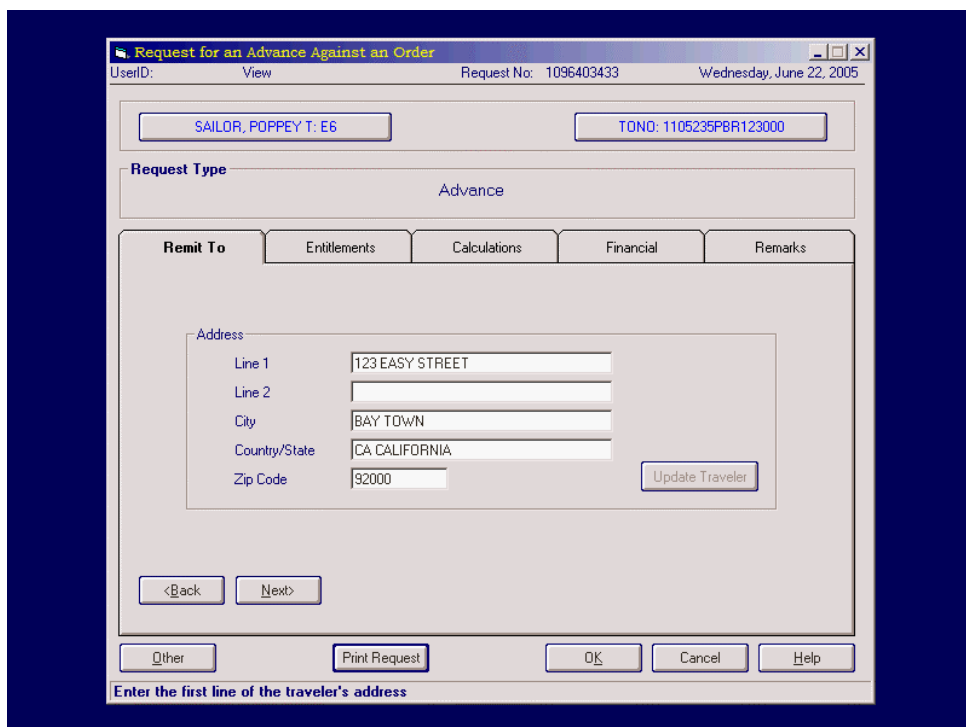
| Step | Action  |
|------|---|
| 4.   | Click the <b>Accept</b> option.<br><input type="radio"/> <b>Accept</b><br>or Press <b>[Alt+A]</b> . |
| 5.   | Click the <b>OK</b> button.<br><input type="button" value="OK"/>                                    |



| Step | Action   |
|------|--|
| 6.   | Click the <b>Log in as</b> menu.<br>            |
| 7.   | Click the <b>Authorizing Official</b> menu.<br> |



| Step | Action   |
|------|--|
| 8.   | Click an entry in the list.<br>Select <b>Sailor, Poppey's</b> Advance request.   |
| 9.   | Click the <b>Modify or View</b> button.<br> |



**Request for an Advance Against an Order**

UserID: View Request No: 1096403433 Wednesday, June 22, 2005

SAILOR, POPPEY T: E6 TONO: 1105235PBR123000

**Request Type**  
Advance

**Remit To** Entitlements Calculations Financial Remarks

Address:

Line 1 123 EASY STREET

Line 2

City BAY TOWN


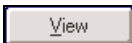
Country/State CA CALIFORNIA

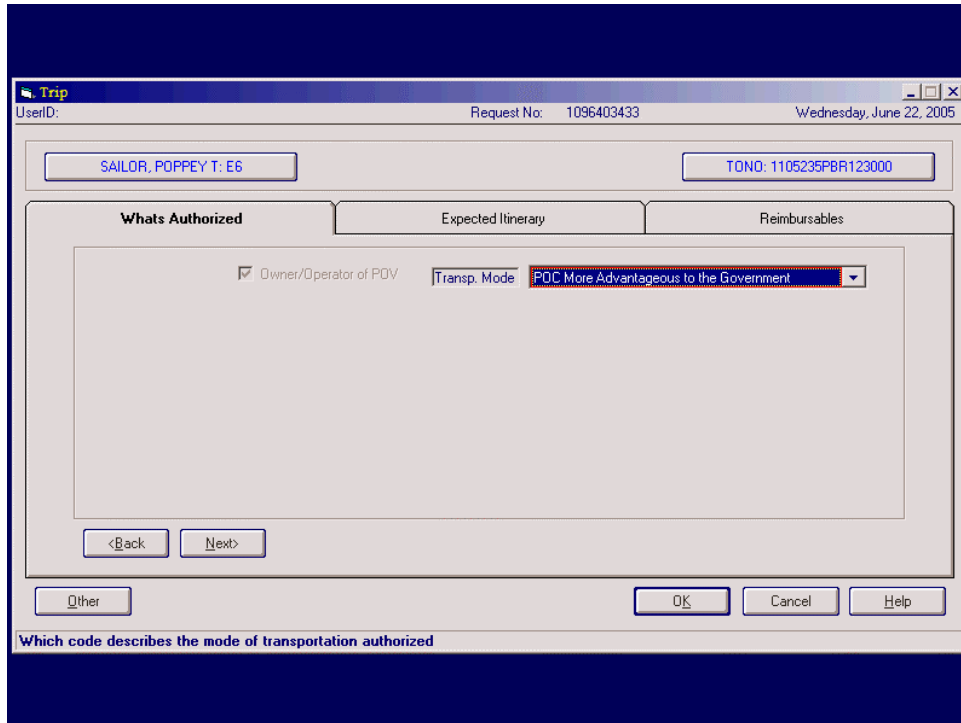
Zip Code 92000 Update Traveler


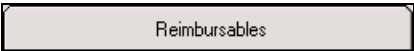
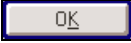
<Back Next>

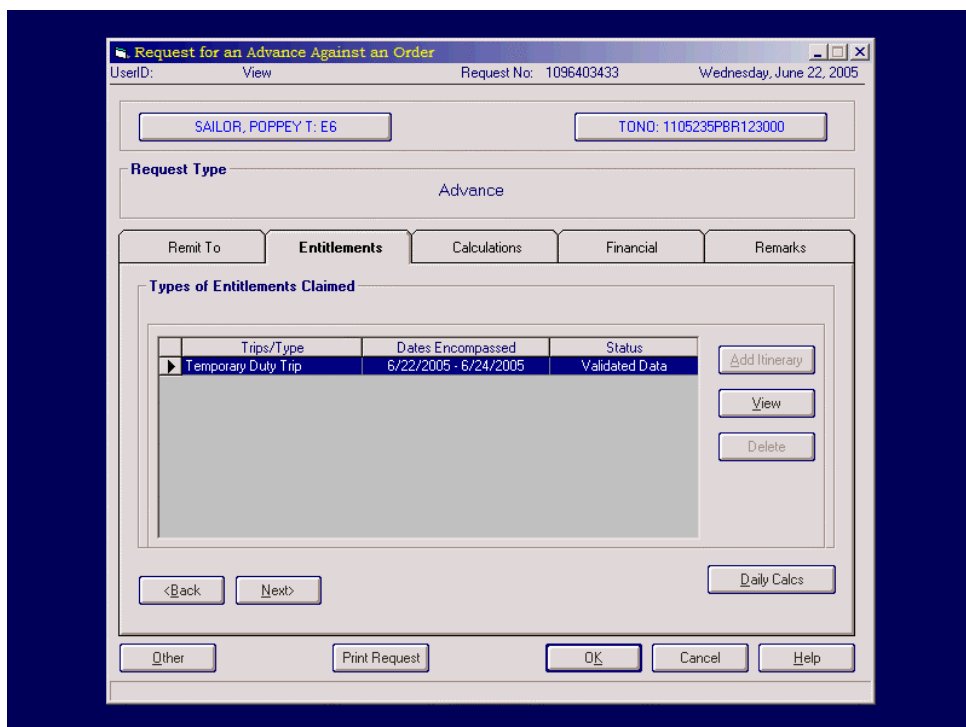
Other Print Request OK Cancel Help

Enter the first line of the traveler's address

| Step | Action  |
|------|---|
| 10.  | Click the <b>Entitlements</b> tab.<br> |
| 11.  | Click the <b>View</b> button.<br>      |



| Step | Action  |
|------|---|
| 12.  | Verify the <b>Transp. Mode</b> , then...<br>Click the <b>Expected Itinerary</b> tab.<br> |
| 13.  | Review the itinerary information.<br>Click the <b>Reimbursables</b> tab.<br>             |
| 14.  | Review the reimbursables information.<br>Click the <b>OK</b> button.<br>                 |



**Request for an Advance Against an Order**

UserID: View Request No: 1096403433 Wednesday, June 22, 2005

SAILOR: POPPEY T: E6 TOND: 1105235PBR123000

**Request Type**  
Advance

Remit To Entitlements Calculations Financial Remarks

**Types of Entitlements Claimed**

| Trips/Type          | Dates Encompassed     | Status         |
|---------------------|-----------------------|----------------|
| Temporary Duty Trip | 6/22/2005 - 6/24/2005 | Validated Data |

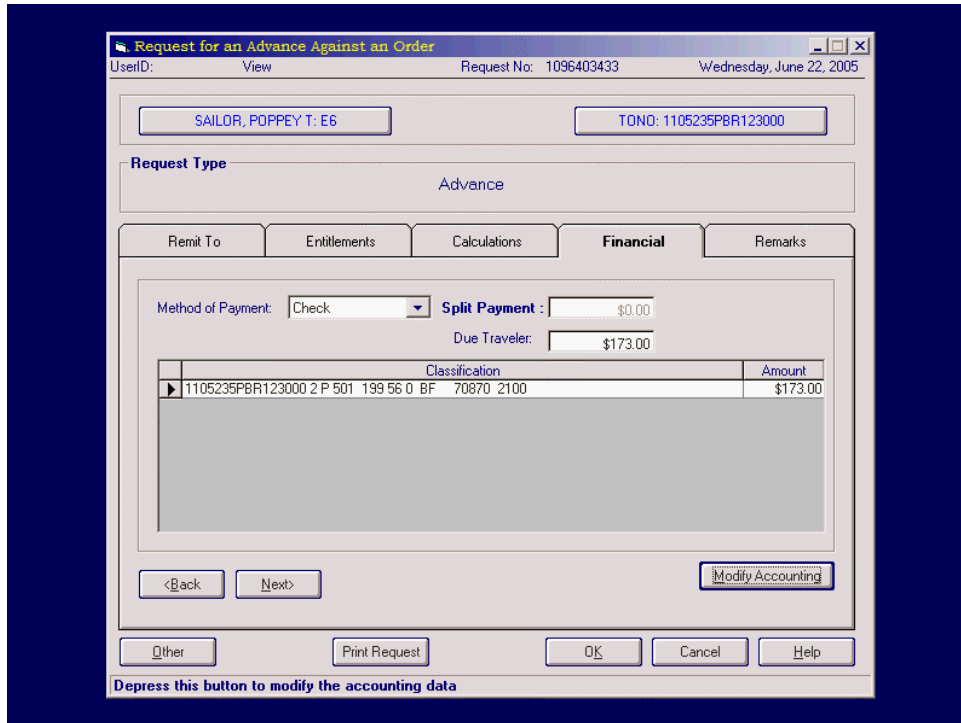
Add Itinerary View Delete

<Back Next> Daily Calcs

Other Print Request OK Cancel Help

| Step | Action   |
|------|--|
| 15.  | Click the <b>Calculations</b> tab.<br><div>Calculations</div>  |
| 16.  | Review the <b>Total (\$172.58)</b> and the <b>Advance Authorized (\$173.00)</b><br>Click the <b>Financial</b> tab.<br><div>Financial</div> |





Request for an Advance Against an Order

UserID: View Request No: 1096403433 Wednesday, June 22, 2005

SAILOR, POPPEY T: E6 TONO: 1105235PBR123000

Request Type: Advance

Remit To Entitlements Calculations **Financial** Remarks

Method of Payment: Check Split Payment: \$0.00

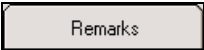
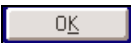
Due Traveler: \$173.00

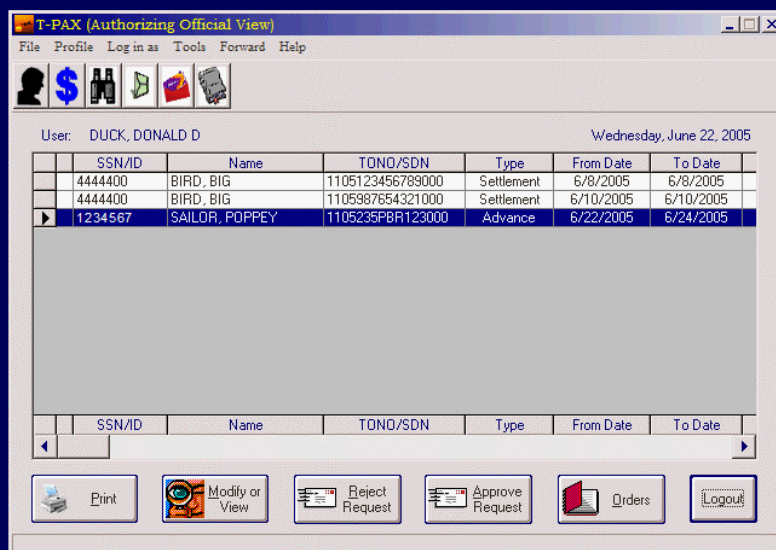
| Classification                                  | Amount   |
|---|----------|
| 1105235PBR123000 2 P 501 199 56 0 BF 70870 2100 | \$173.00 |

<Back Next> Modify Accounting

Other Print Request OK Cancel Help

Depress this button to modify the accounting data

| Step | Action  |
|------|---|
| 17.  | Click the <b>Remarks</b> tab.<br>                              |
| 18.  | Review the Remarks entered.<br>Click the <b>OK</b> button.<br> |



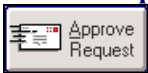
T-PAX (Authorizing Official View)

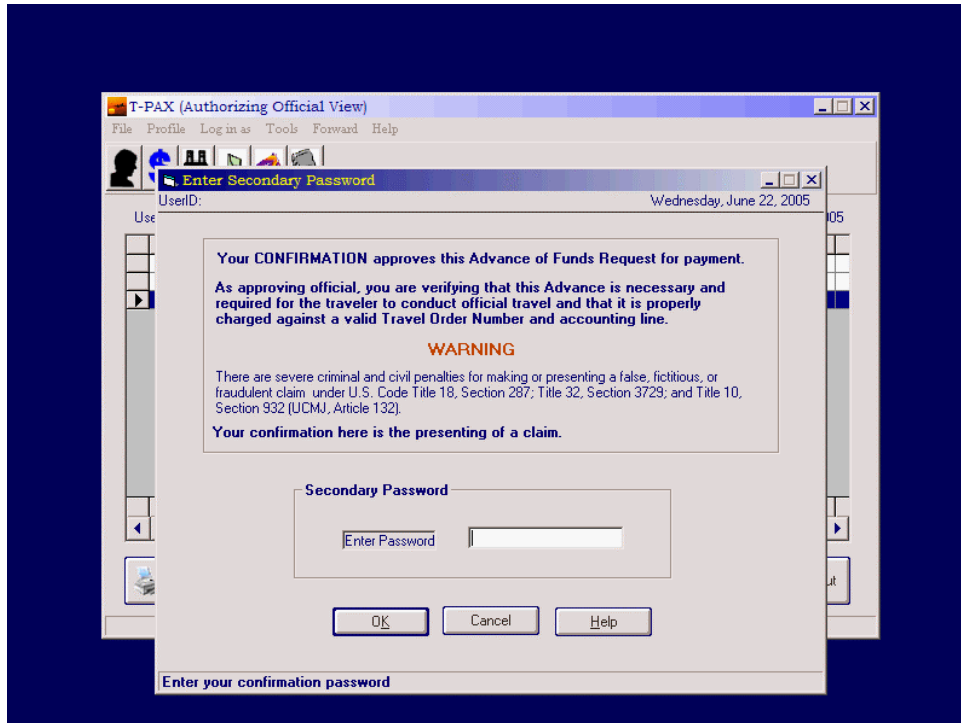
File Profile Logins Tools Forward Help

User: DUCK, DONALD D Wednesday, June 22, 2005

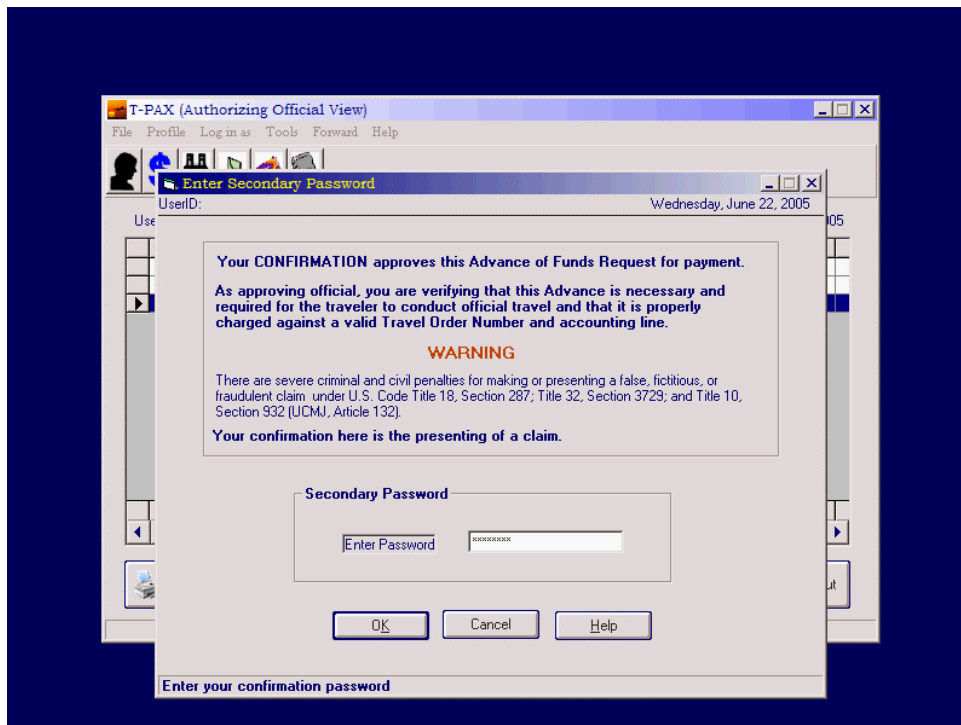
| SSN/ID  | Name           | TONO/SDN         | Type       | From Date | To Date   |
|---------|----------------|------------------|------------|-----------|-----------|
| 4444400 | BIRD, BIG      | 1105123456789000 | Settlement | 6/8/2005  | 6/8/2005  |
| 4444400 | BIRD, BIG      | 1105987654321000 | Settlement | 6/10/2005 | 6/10/2005 |
| 1234567 | SAILOR, POPPEY | 1105235PBR123000 | Advance    | 6/22/2005 | 6/24/2005 |

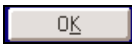
Print Modify or View Reject Request Approve Request Orders Logout

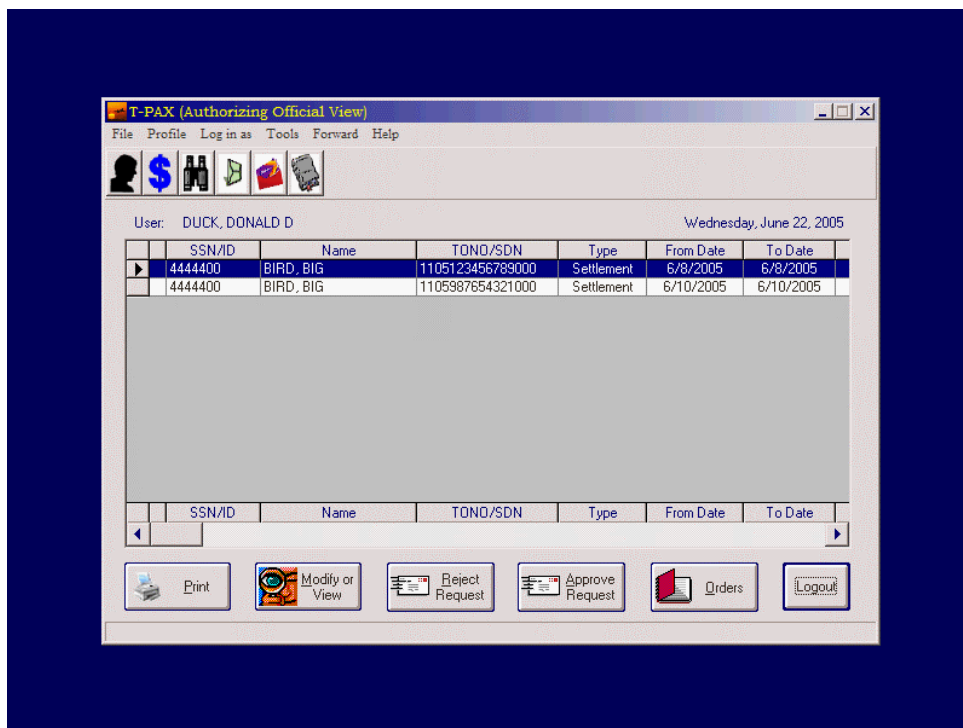
| Step | Action   |
|------|--|
| 19.  | Click the <b>Approve Request</b> button.  |




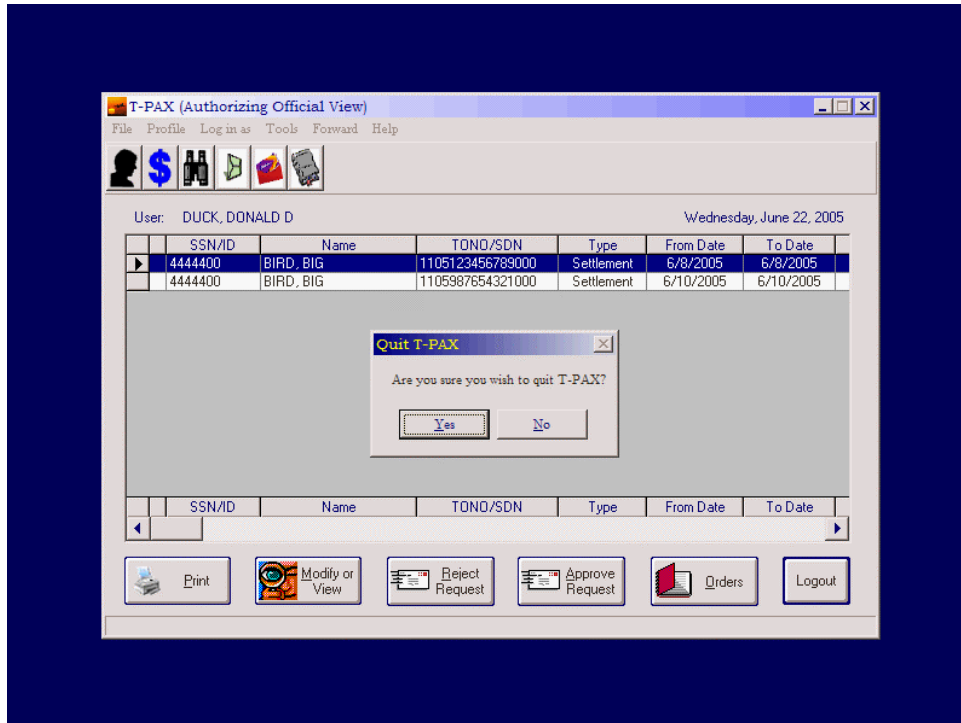
| Step | Action  |
|------|---|
| 20.  | Enter the desired information into the field.<br>Example " <b>TEST1234</b> ". |

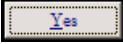


| Step | Action   |
|------|--|
| 21.  | Click the <b>OK</b> button.<br> |



| Step | Action   |
|------|--|
| 22.  | Click the <b>Logout</b> button.<br> |



| Step | Action  |
|------|---|
| 23.  | Click the <b>Yes</b> button.<br><br>or Press <b>[Alt+Y]</b> .                                    |
| 24.  | Congratulations for completing the Approving a Request for Advance Advance tutorial.<br>Click the icons below to view in depth policies and procedures.<br><b>End of Procedure.</b> |



Please refer to: <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>

## Approving a Travel Claim

**Usage:** Claims processed in UTS(T-Pax) must be approved in UTS(T-Pax). All claims must have the documentation to verify travel and certain expenses, e.g. itinerary, dates of travel, TONO, etc.

**Approval:** AO approval is required.

**Tips:** Ensure items claimed are correct and authorized according to the Order Issuing Authority (OIA).

Please refer to: <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>

## Procedure

This tutorial provides the necessary skills to approve a travel claim in UTS(T-Pax).


Required Information:

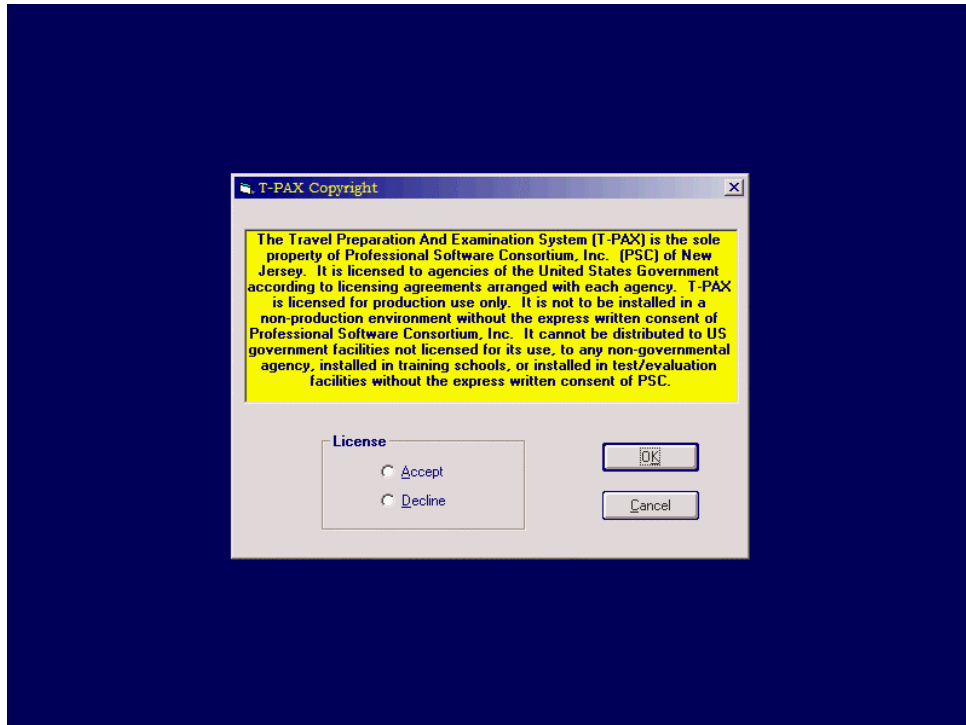
EMPLID


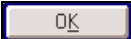
TONO

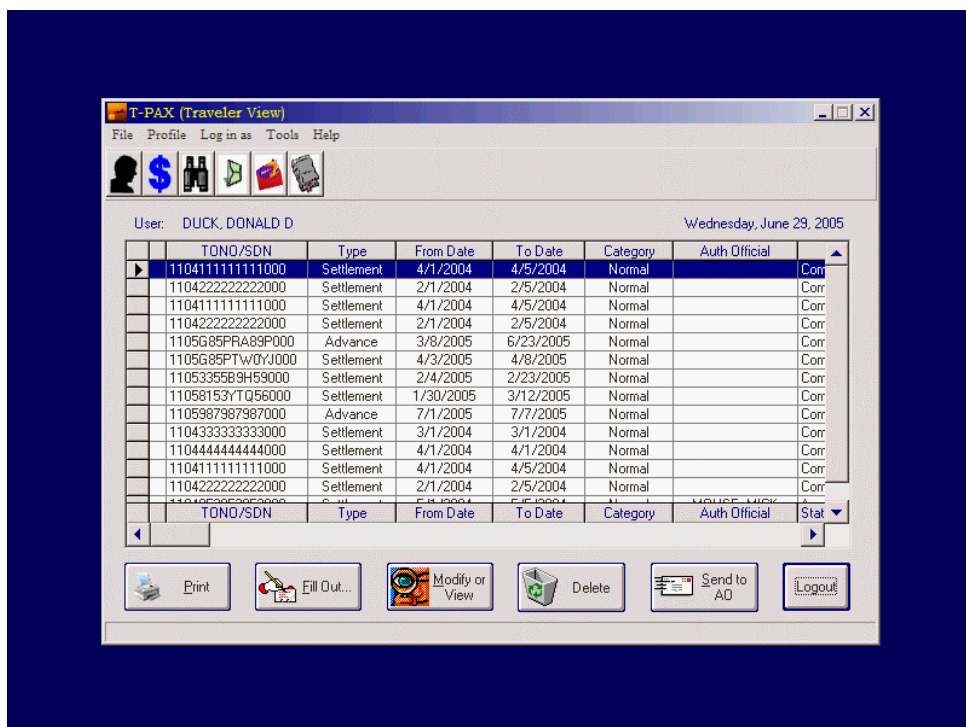



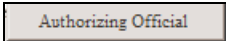
| Step | Action  |
|------|---|
| 1.   | Enter the desired information into the <b>User ID</b> field.<br>Example “ <b>7654321</b> ”.   |
| 2.   | Press <b>[Tab]</b> .  |
| 3.   | Enter the desired information into the <b>Password</b> field.<br>Example “ <b>test1234</b> ”. |

| Step | Action   |
|------|--|
| 4.   | Click the <b>OK</b> button.<br> |

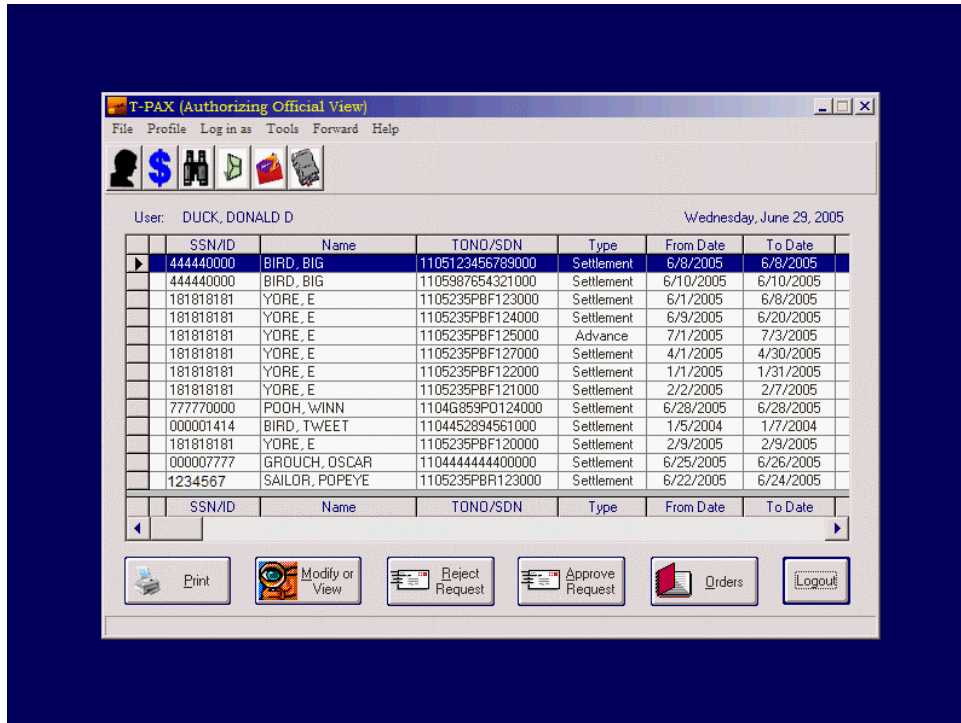



| Step | Action  |
|------|---|
| 5.   | Click the <b>Accept</b> option.<br><br>or Press <b>[Alt+A]</b> . |
| 6.   | Click the <b>OK</b> button.<br>                                  |

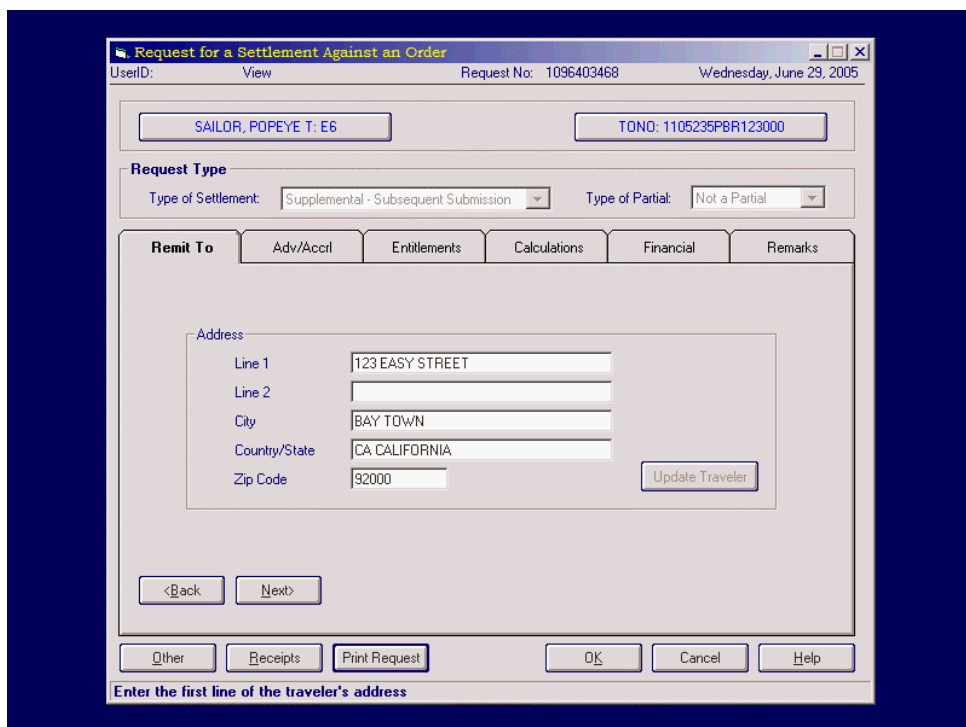





| Step | Action   |
|------|--|
| 7.   | Click the <b>Log in as</b> menu.<br>              |
| 8.   | Click the <b>Authorizing Official</b> option.<br> |

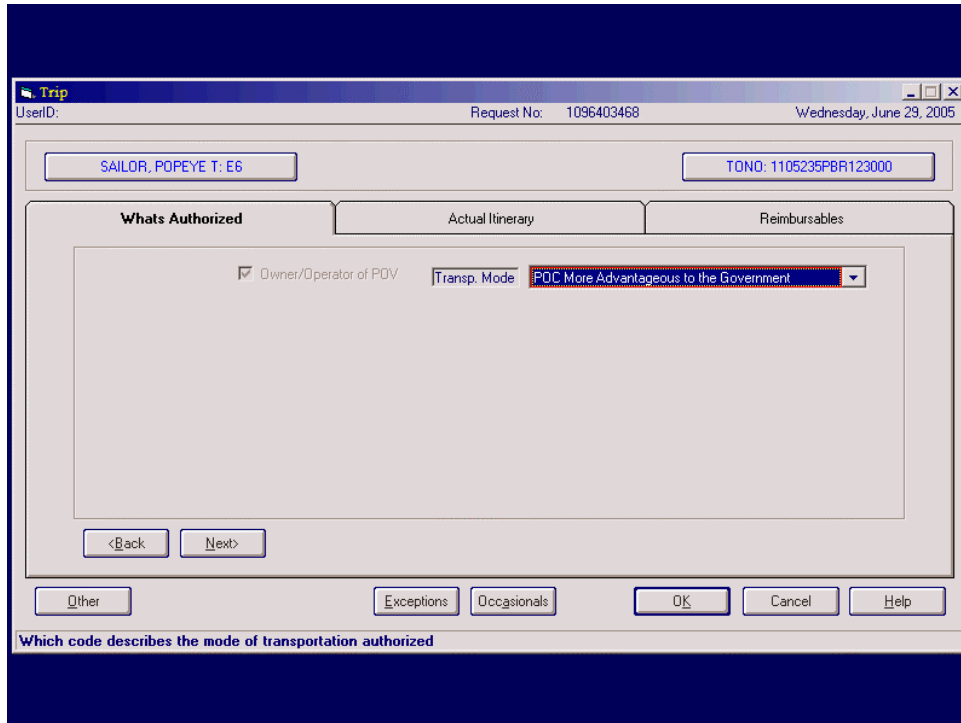



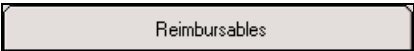
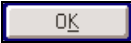


| Step | Action   |
|------|--|
| 9.   | Click an entry in the list.<br>Select <b>Popeye T. Sailor's</b> settlement.  |
| 10.  | Click the <b>Modify or View</b> button.<br> |



| Step | Action  |
|------|---|
| 11.  | Click the <b>Adv/Accr</b> tab.<br>     |
| 12.  | Click the <b>Entitlements</b> tab.<br> |
| 13.  | Click the <b>View</b> button.<br>      |



| Step | Action  |
|------|---|
| 14.  | Verify the <b>Transp. Mode</b> , then...<br>Click the <b>Actual Itinerary</b> tab.<br> |
| 15.  | Review the data, then...<br>Click the <b>Reimbursables</b> tab.<br>                    |
| 16.  | Click the <b>OK</b> button.<br>  |

**Request for a Settlement Against an Order**

UserID: View Request No: 1096403468 Wednesday, June 29, 2005

SAILOR, POPEYE T: E6 TONO: 1105235PBR123000

**Request Type**

Type of Settlement: Supplemental - Subsequent Submission Type of Partial: Not a Partial

Remit To Adv/Acct **Entitlements** Calculations Financial Remarks

**Types of Entitlements Claimed**

| Trips/Type            | Dates Encompassed     | Status         |
|-----------------------|-----------------------|----------------|
| ▶ Temporary Duty Trip | 6/22/2005 - 6/24/2005 | Validated Data |

Add Itinerary View Delete

<Back Next> Cons. Comp. Daily Calcs

Other Receipts Print Request OK Cancel Help

| Step | Action                               |
|------|--------------------------------------|
| 17.  | Click the <b>Daily Calcs</b> button. |


**Daily Calculations**

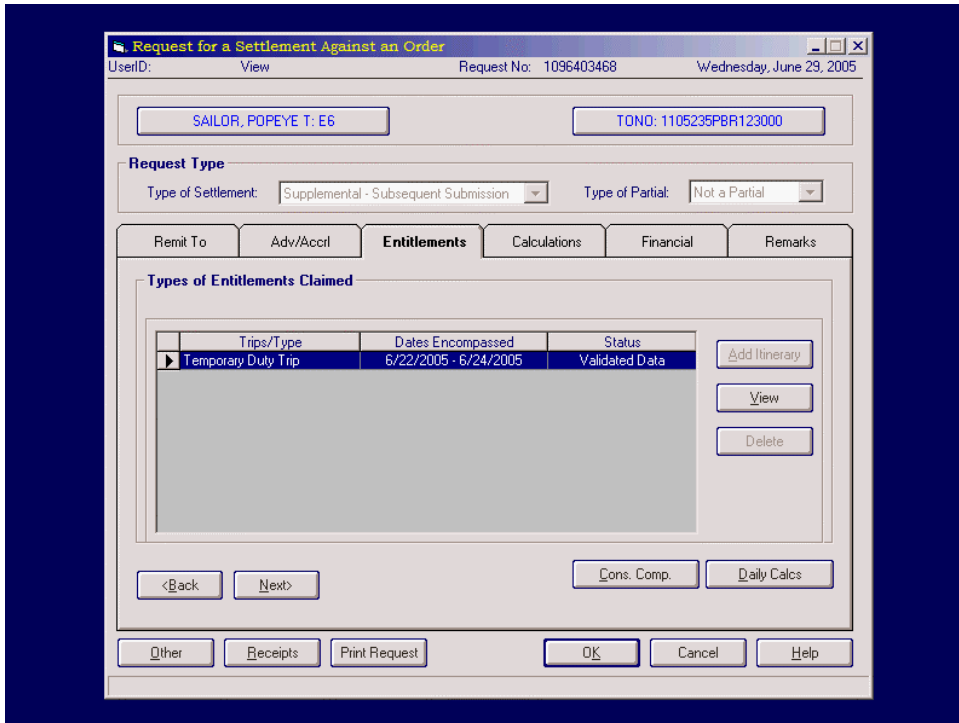
UserID: Request No: 1096403468 Wednesday, June 29, 2005

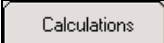
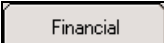
SAILOR, POPEYE, E6 TONO: 1105235PBR123000

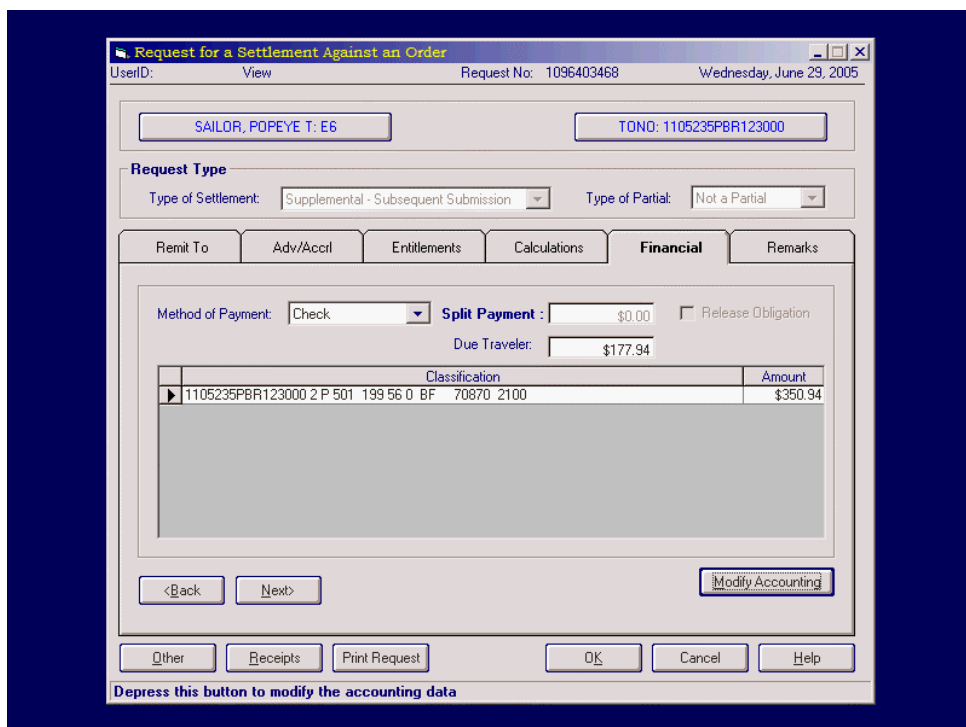
|   | Date      | Day Type | Ldg Rate | M&IE Rate | Br | Ln | Dn | Lodg    | Break  | Lunch   | Dinner  | Incdtl  | Total Amount | Lodg Taxes |
|---|-----------|----------|----------|-----------|----|----|----|---------|--------|---------|---------|---------|--------------|------------|
| ▶ | 6/22/2005 | LDP      | \$88.00  | \$47.00   | CM | CM | CM | \$76.00 |        | Partial | Day     | \$35.25 | \$111.25     | \$11.43    |
|   | 6/23/2005 | LDP      | \$88.00  | \$47.00   | CM | CM | CM | \$76.00 | \$9.00 | \$11.00 | \$24.00 | \$3.00  | \$123.00     | \$11.43    |
|   | 6/24/2005 | LDP      | \$88.00  | \$47.00   | CM | CM | CM | \$0.00  |        | Partial | Day     | \$35.25 | \$35.25      |            |

Other OK Help

| Step | Action   |
|------|--|
| 18.  | Verify the data, then...<br>Click the <b>OK</b> button.<br> |



| Step | Action   |
|------|--|
| 19.  | Click the <b>Calculations</b> tab.<br>                          |
| 20.  | Verify the data, then...<br>Click the <b>Financial</b> tab.<br> |



**Request for a Settlement Against an Order**

UserID: View Request No: 1096403468 Wednesday, June 29, 2005

SAILOR, POPEYE T: E6 TOND: 1105235PBR123000

**Request Type**

Type of Settlement: Supplemental - Subsequent Submission Type of Partial: Not a Partial

Remit To Adv/Acct Entitlements Calculations **Financial** Remarks

Method of Payment: Check Split Payment: \$0.00 Release Obligation


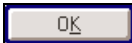
Due Traveler: \$177.94

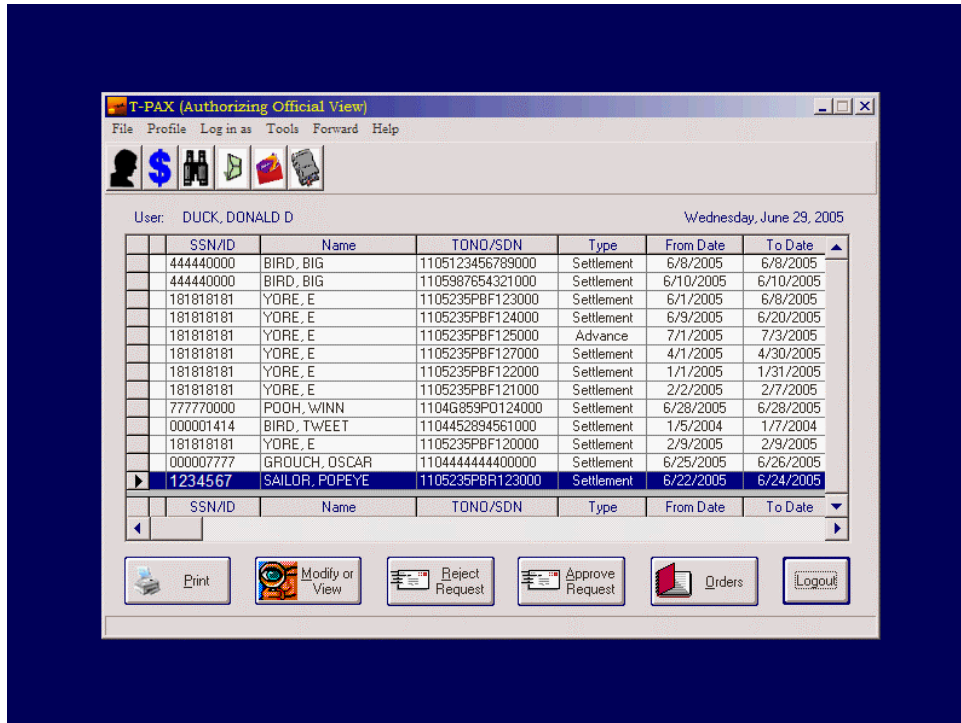
| Classification                                  | Amount   |
|---|----------|
| 1105235PBR123000 2 P 501 199 56 0 BF 70870 2100 | \$350.94 |


<Back Next> Modify Accounting

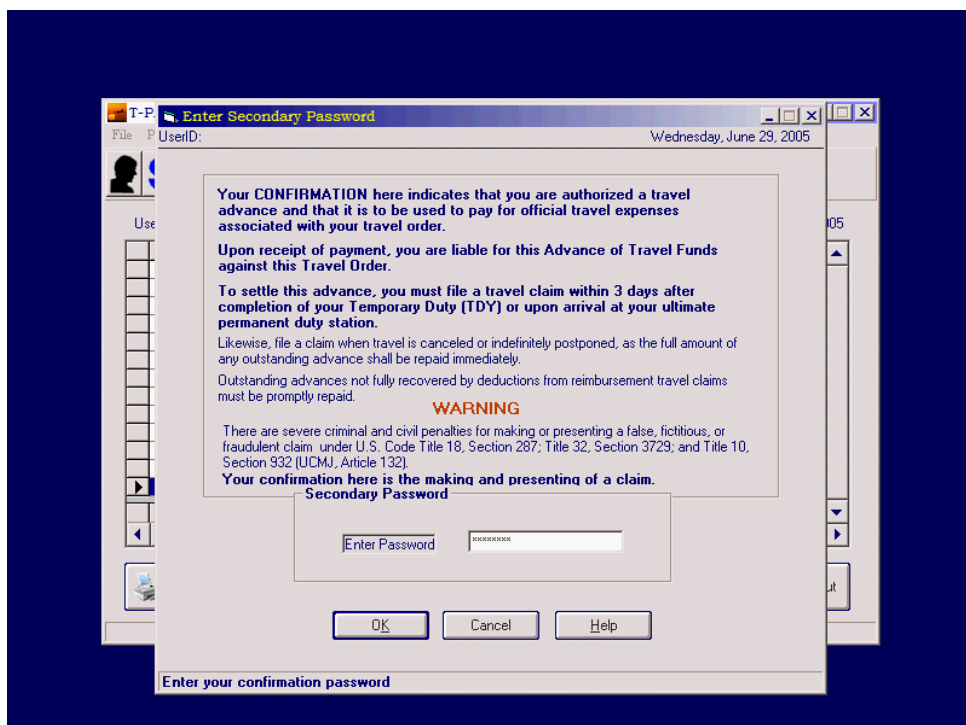
Other Receipts Print Request OK Cancel Help

Depress this button to modify the accounting data

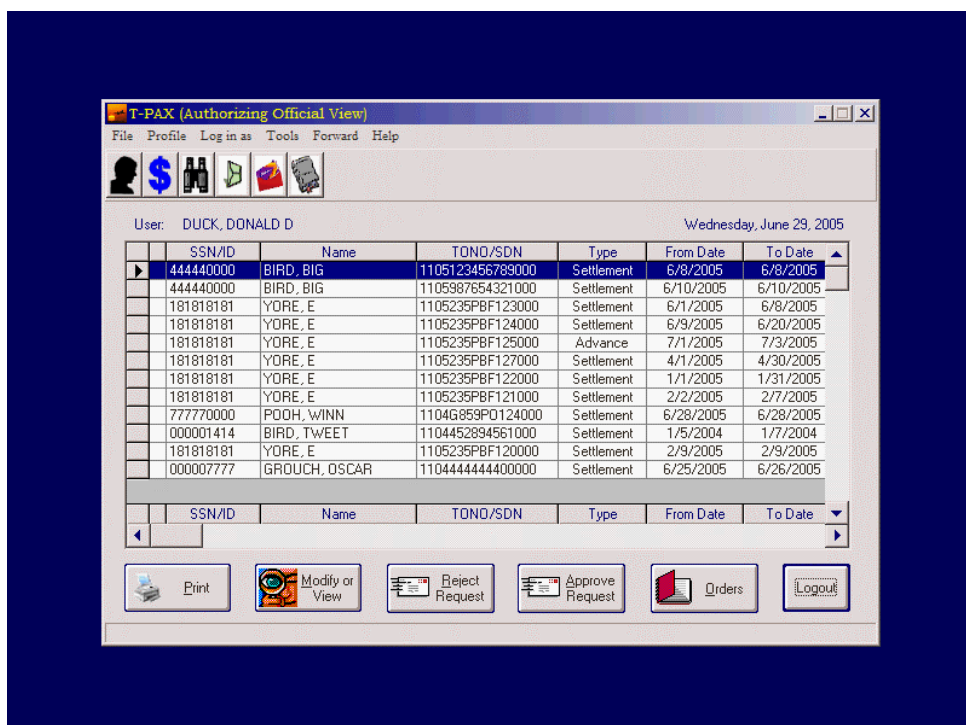
| Step | Action   |
|------|--|
| 21.  | Verify the accounting information, then...<br>Click the <b>Remarks</b> tab.<br> |
| 22.  | Review the Remarks, then...<br>Click the <b>OK</b> button.<br>                  |




| Step | Action  |
|------|---|
| 23.  | Click the <b>Approve Request</b> button.<br> |
| 24.  | Enter the desired information into the <b>Enter Password</b> field.<br>Example " <b>test1234</b> ".                             |

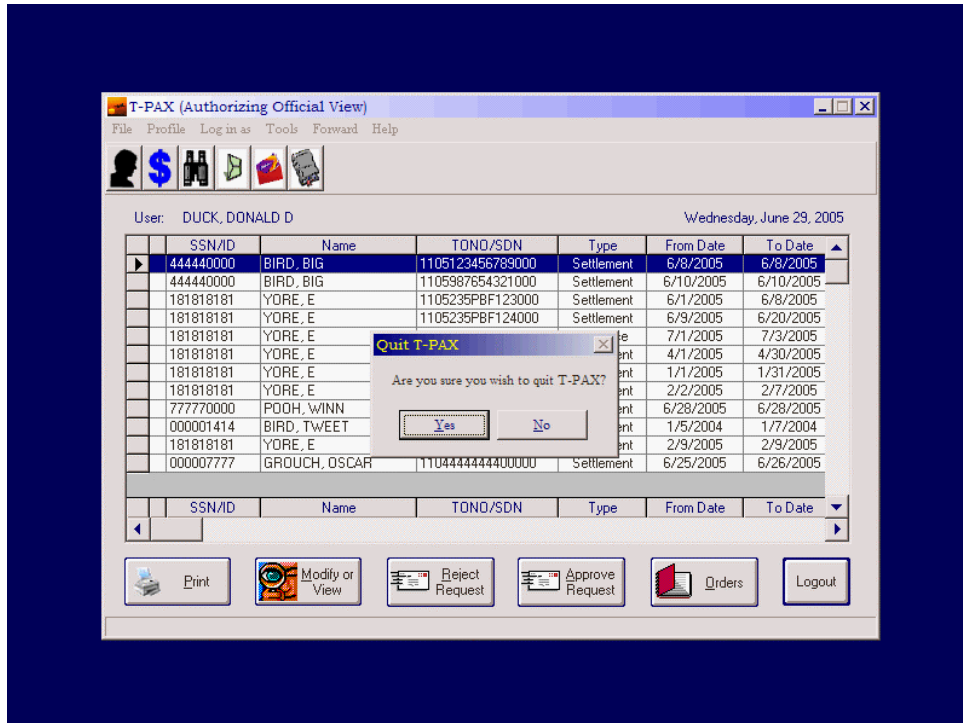


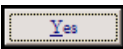
| Step | Action                      |
|------|-----------------------------|
| 25.  | Click the <b>OK</b> button. |





| Step | Action   |
|------|--|
| 26.  | Click the <b>Logout</b> button.<br> |



| Step | Action   |
|------|--|
| 27.  | Click the <b>Yes</b> button.<br><br>or Press <b>[Alt+Y]</b> .                     |
| 28.  | Congratulations for completing the Approving a Travel Claim tutorial.<br>Click the icons below to view in depth policies and procedures.<br><b>End of Procedure.</b> |



Please refer to: <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>

## Proxy

**Usage:** Normally, each member will complete his or her own travel orders and claims; however, in certain circumstances they may need someone else to work one or both of these transactions.

There are two types of **Proxy**.

A *regular* **Proxy** is someone with authority to create (but not submit) orders and claims for members at their unit. Proxies are only allowed to input data and send the orders and claims to the member. The member then verifies the data and forwards to an AO for approval.

A **Signature Proxy** is someone with authority to complete and submit orders and claims for members at their unit.

**Approval:** This access type can only be authorized by Personnel Service Center in writing. For more information contact [PSCCustomerCare@hrric.uscg.mil](mailto:PSCCustomerCare@hrric.uscg.mil)

Please refer to: <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>

## Completing a Travel Claim as a Proxy

**Usage:** Use UTS(T-Pax) to complete TAD travel claims as a Proxy.

**Approval:** Member approval is required unless the proxy has signature proxy authority.

**Tips:** As a Proxy you have the ability to create orders and claims on behalf of another member.

Please refer to: <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>

## Procedure

This tutorial provides the necessary skills to complete a travel claim as a Proxy in UTS(T-Pax).

### Required Information:

EMPLID

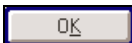
TONO

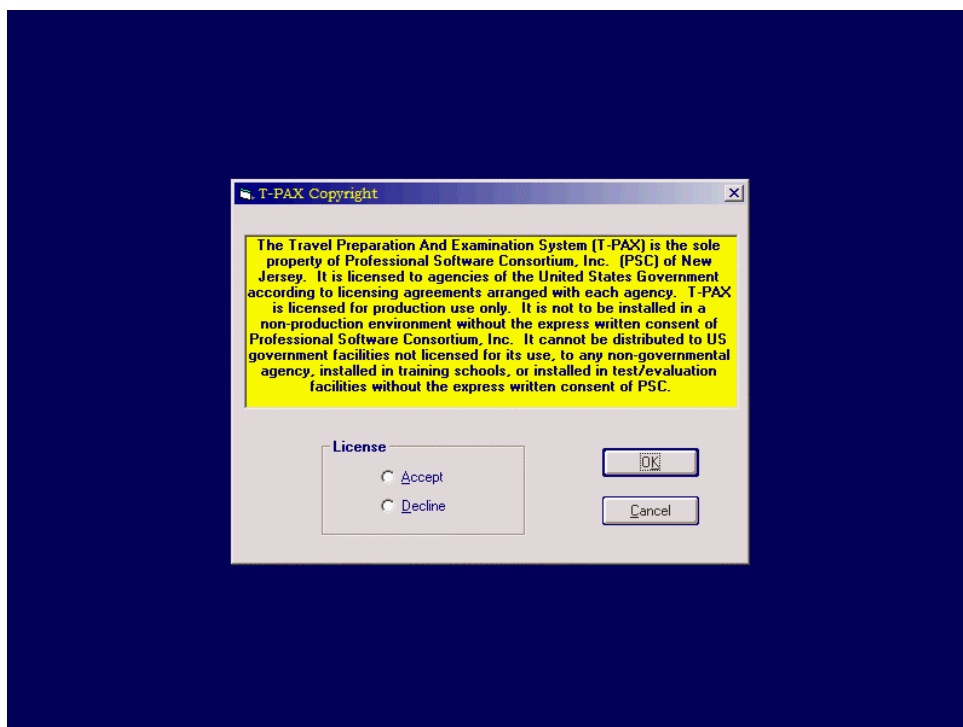
Accounting String,


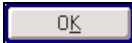
Additional entitlements authorized on the travel orders.

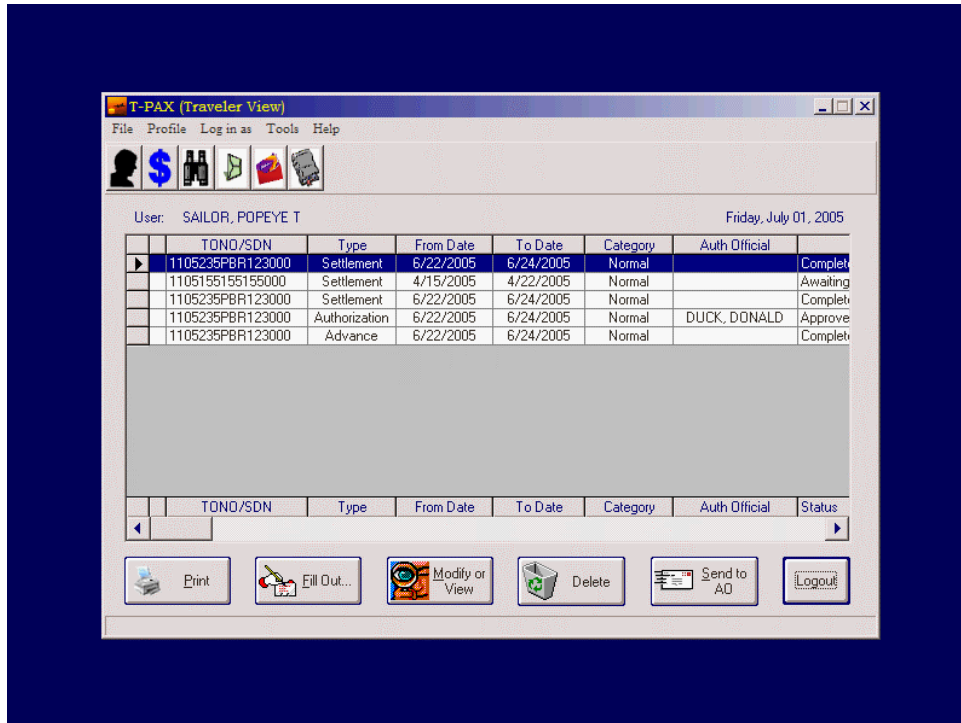



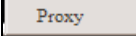
| Step | Action  |
|------|---|
| 1.   | Enter the desired information into the <b>User ID</b> field.<br>Example " <b>1234657</b> ".   |
| 2.   | Press <b>[Tab]</b> .  |
| 3.   | Enter the desired information into the <b>Password</b> field.<br>Example " <b>abcd1234</b> ". |

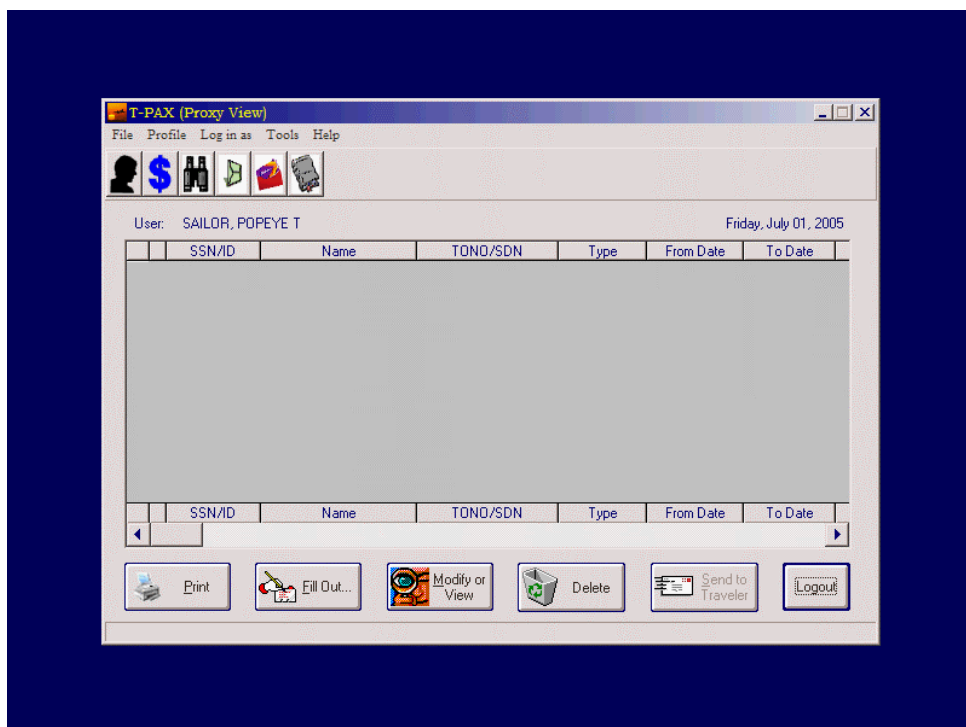
| Step | Action   |
|------|--|
| 4.   | Click the <b>OK</b> button.<br> |





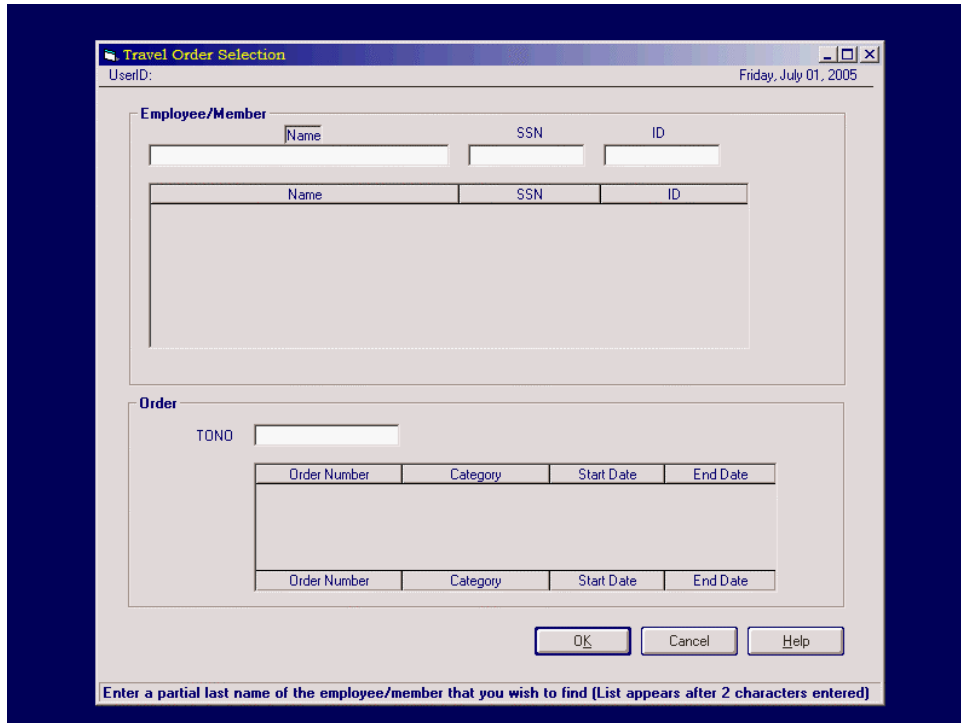
| Step | Action  |
|------|---|
| 5.   | Click the <b>Accept</b> option.<br><br>or Press <b>[Alt+A]</b> . |
| 6.   | Click the <b>OK</b> button.<br>                                  |

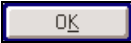


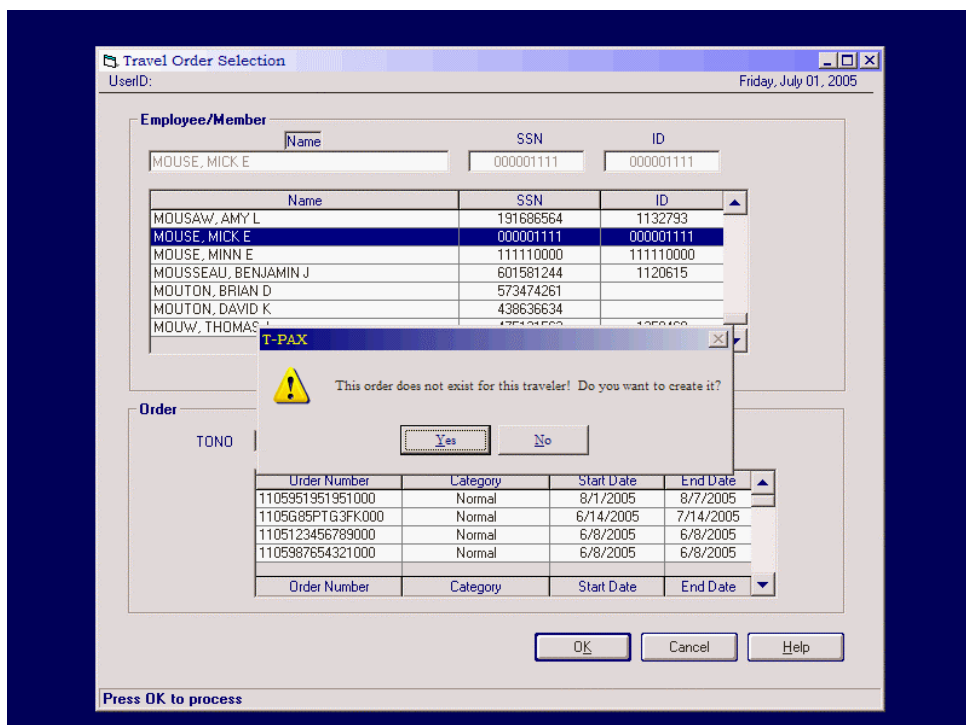
| Step | Action  |
|------|---|
| 7.   | Click the <b>Log in as</b> menu.<br> |
| 8.   | Click the <b>Proxy</b> option.<br>   |



| Step | Action   |
|------|--|
| 9.   | Click the <b>Fill Out...</b> button.<br>            |
| 10.  | Click the <b>Request for Settlement</b> option.<br> |



| Step | Action   |
|------|--|
| 11.  | Enter the desired information into the <b>Name</b> field.<br>Example " <b>mouse</b> ".                             |
| 12.  | Double-click <b>Mouse, Mick E.</b>   |
| 13.  | Enter the desired information into the <b>TONO</b> field.<br>Example " <b>1105123abc123000</b> ".                  |
| 14.  | Click the <b>OK</b> button.<br> |



Travel Order Selection

UserID: Friday, July 01, 2005

**Employee/Member**

| Name                 | SSN       | ID        |
|----------------------|-----------|-----------|
| MOUSE, MICK E        | 000001111 | 000001111 |
| MOUSAW, AMY L        | 191686564 | 1132793   |
| MOUSE, MICK E        | 000001111 | 000001111 |
| MOUSE, MINN E        | 111110000 | 111110000 |
| MOUSSEAU, BENJAMIN J | 601581244 | 1120615   |
| MOULTON, BRIAN D     | 573474261 |           |
| MOULTON, DAVID K     | 438636634 |           |
| MOUW, THOMAS         | 438636634 |           |

**T-PAX**

! This order does not exist for this traveler! Do you want to create it?

Yes No

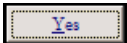
**Order**

TONO

| Order Number     | Category | Start Date | End Date  |
|------------------|----------|------------|-----------|
| 1105951951951000 | Normal   | 8/1/2005   | 8/7/2005  |
| 1105685PTG3FK000 | Normal   | 6/14/2005  | 7/14/2005 |
| 1105123456789000 | Normal   | 6/8/2005   | 6/8/2005  |
| 1105987654321000 | Normal   | 6/8/2005   | 6/8/2005  |

OK Cancel Help

Press OK to process

| Step | Action   |
|------|--|
| 15.  | <p>Once you have completed this portion, complete a the travel claim as an original claim.</p> <p>After completing the travel claim, you must click the "<b>Send to Traveler</b>" button or the travel claim will stay in the Proxy's control.</p> <p>Click the <b>Yes</b> button.</p>  <p>or Press <b>[Alt+Y]</b>.</p> |
| 16.  | <p>Congratulations for completing the Completing a Travel Claim as a Proxy tutorial.</p> <p>Click the icons below to view in depth policies and procedures.</p> <p><b>End of Procedure.</b></p>  |



Please refer to: <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>



## Completing a Signature Proxy

**Usage:** Signature Proxy enables one member to electronically sign all functions in UTS(T-Pax) for another member. Only one member may be designated as Signature Proxy for any member. Multiple members may designate the same Signature Proxy.

Please refer to: <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>

## Procedure

This tutorial provides the necessary skills to complete functions in UTS(T-Pax) and provide the electronic signature for the member to which the function is being completed.

### Required Information:

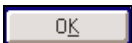
EMPLID

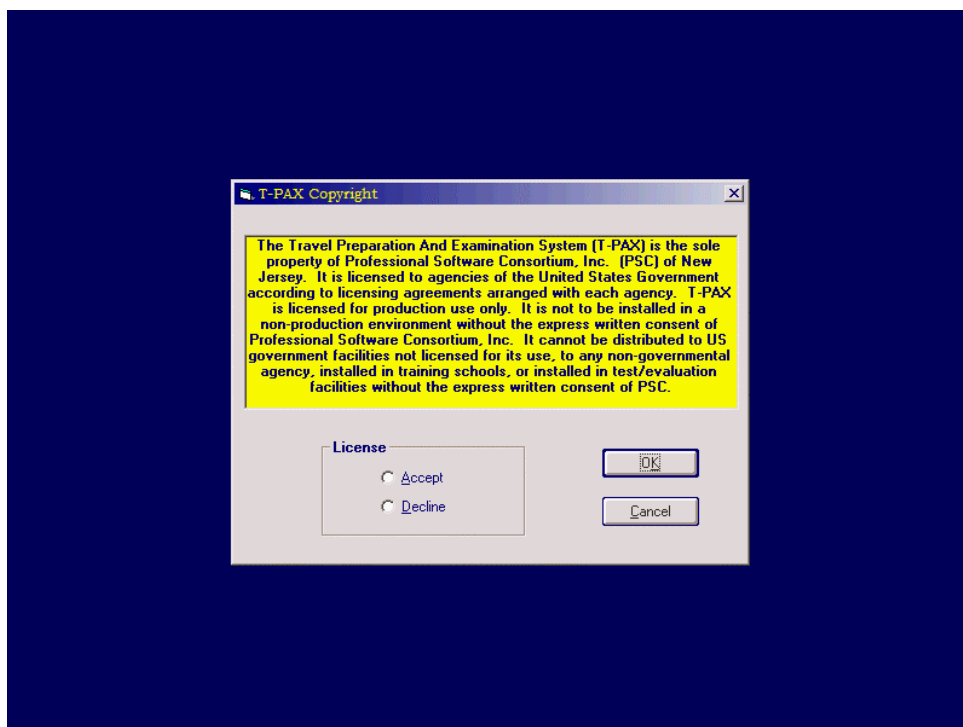
TONO


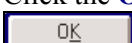
Accounting String

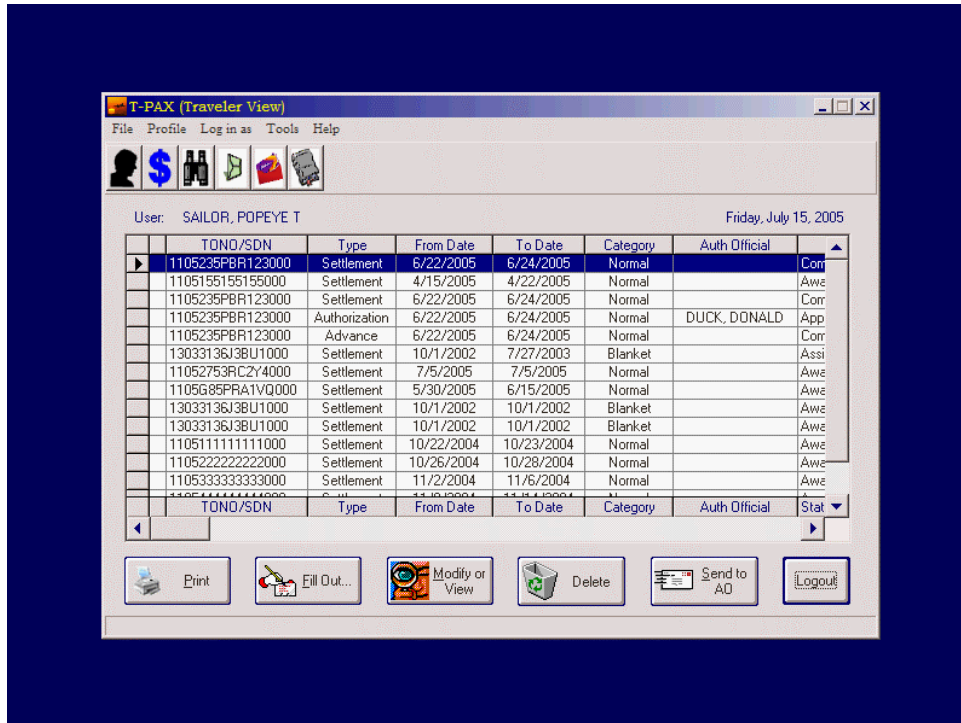



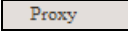
| Step | Action  |
|------|---|
| 1.   | Enter the desired information into the <b>User ID</b> field.<br>Example " <b>1234567</b> ".   |
| 2.   | Press <b>[Tab]</b> .  |
| 3.   | Enter the desired information into the <b>Password</b> field.<br>Example " <b>abcd1234</b> ". |

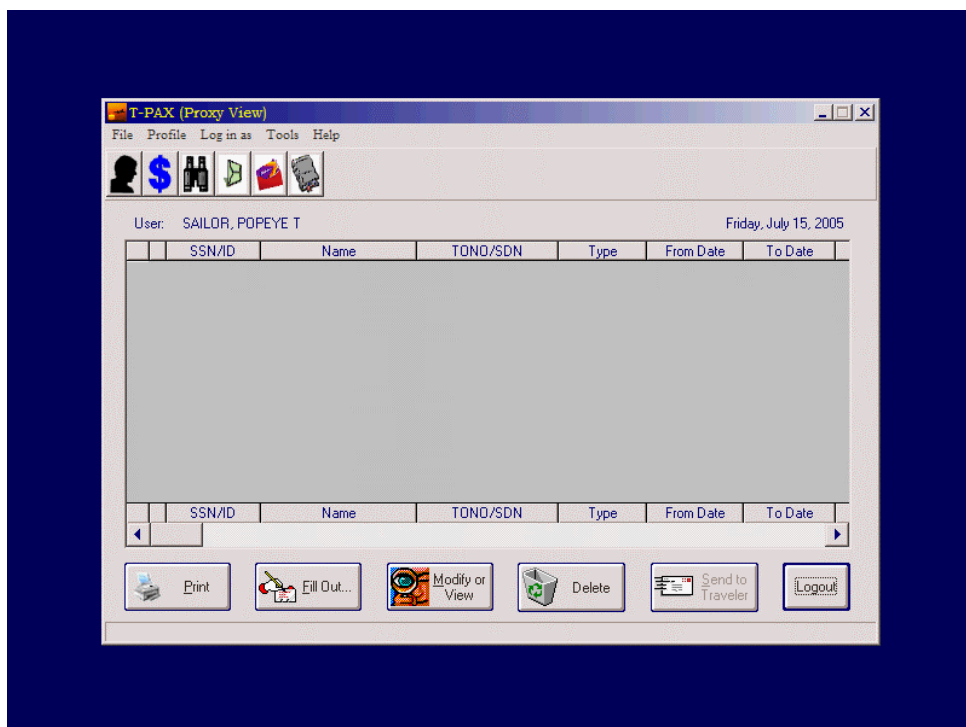
| Step | Action   |
|------|--|
| 4.   | Click the <b>OK</b> button.<br> |


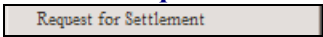


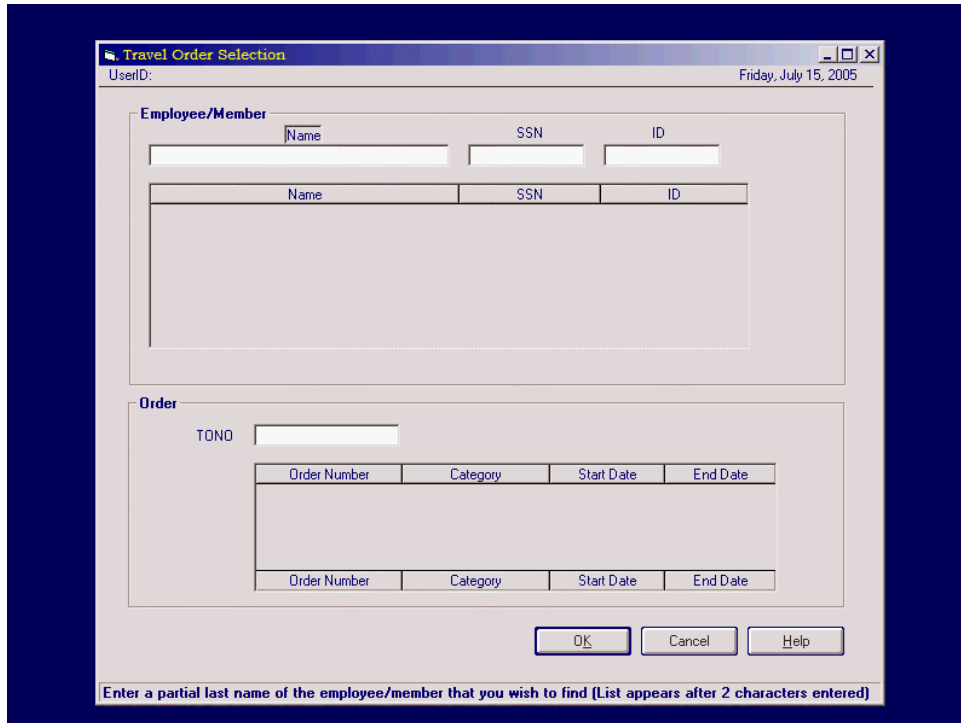
| Step | Action  |
|------|---|
| 5.   | Click the <b>Accept</b> option.<br><br>or Press <b>[Alt+A]</b> . |
| 6.   | Click the <b>OK</b> button.<br>                                  |

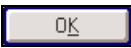


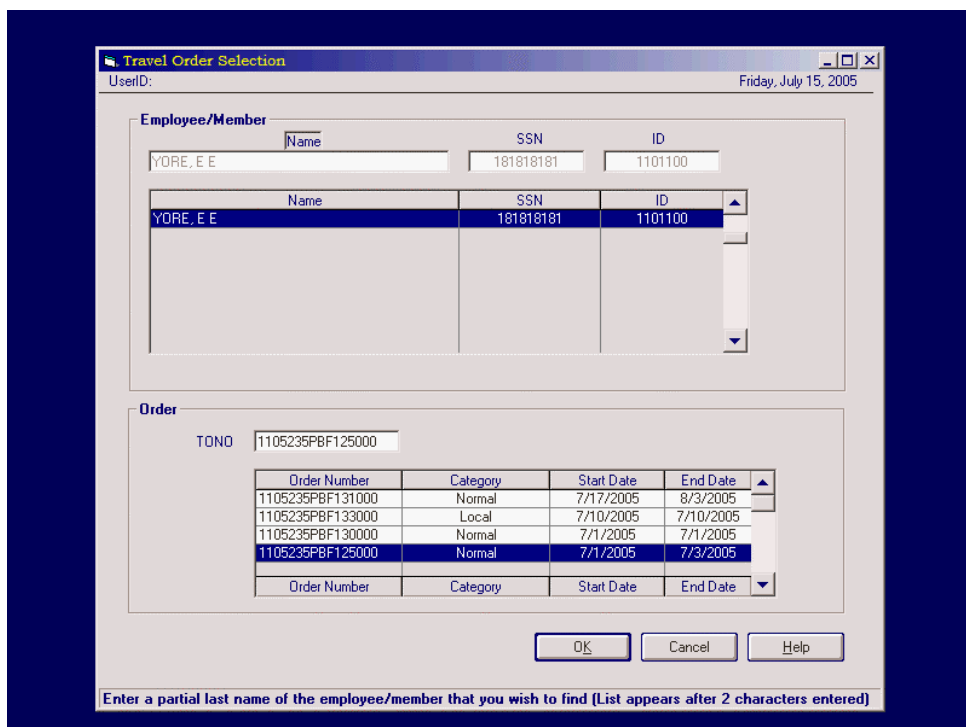
| Step | Action  |
|------|---|
| 7.   | Click the <b>Log in as</b> menu.<br> |
| 8.   | Click the <b>Proxy</b> menu.<br>     |



| Step | Action   |
|------|--|
| 9.   | Click the <b>Fill Out</b> button.<br>             |
| 10.  | Click the <b>Request for Settlement</b> menu.<br> |



| Step | Action   |
|------|--|
| 11.  | Enter the desired information into the <b>Name</b> field.<br>Example “ <b>yore</b> ”.                              |
| 12.  | Click the <b>OK</b> button.<br> |
| 13.  | Click an entry in the list.<br>Select the orders for 7/1-3/2005.   |



**Travel Order Selection**

UserID: Friday, July 15, 2005

**Employee/Member**

| Name      | SSN       | ID      |
|-----------|-----------|---------|
| YORE, E E | 181818181 | 1101100 |

**Order**

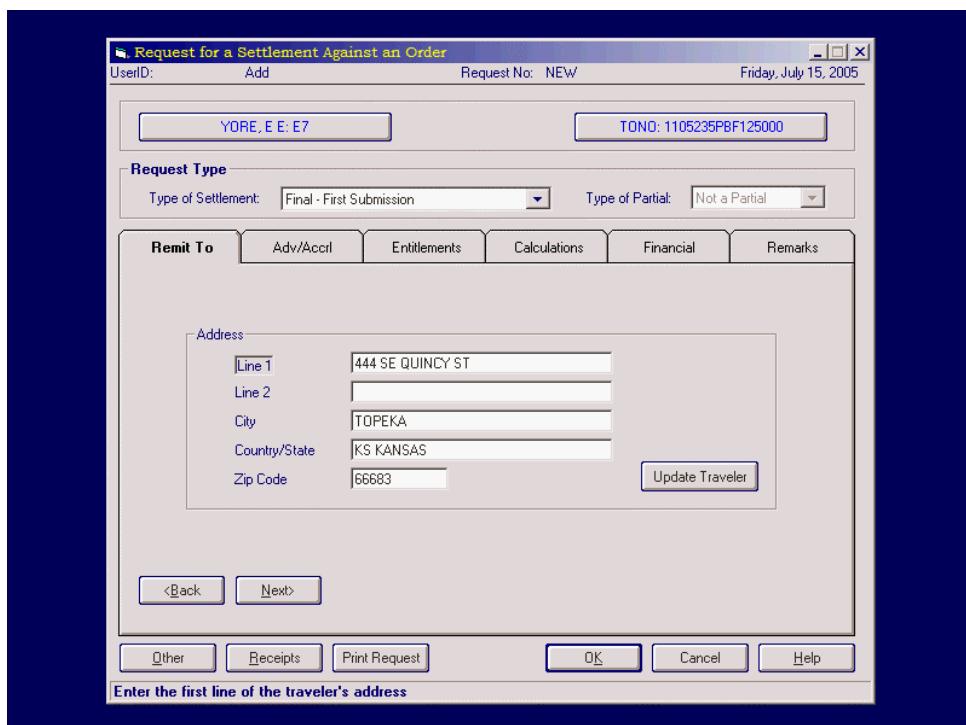
TONO: 1105235PBF125000

| Order Number     | Category | Start Date | End Date  |
|------------------|----------|------------|-----------|
| 1105235PBF131000 | Normal   | 7/17/2005  | 8/3/2005  |
| 1105235PBF133000 | Local    | 7/10/2005  | 7/10/2005 |
| 1105235PBF130000 | Normal   | 7/1/2005   | 7/1/2005  |
| 1105235PBF125000 | Normal   | 7/1/2005   | 7/3/2005  |

OK Cancel Help

Enter a partial last name of the employee/member that you wish to find (List appears after 2 characters entered)

| Step | Action                      |
|------|-----------------------------|
| 14.  | Click the <b>OK</b> button. |



**Request for a Settlement Against an Order**

UserID: Add Request No: NEW Friday, July 15, 2005

YORE, E E: E7 TONO: 1105235PBF125000

**Request Type**

Type of Settlement: Final - First Submission Type of Partial: Not a Partial

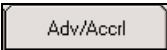
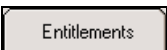
**Remit To**

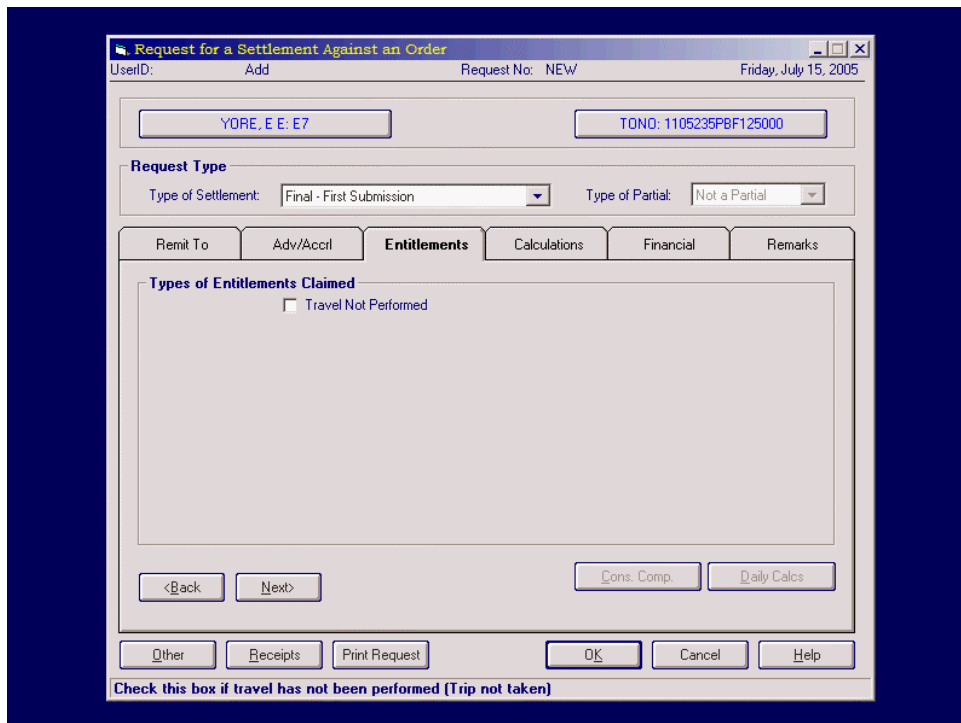
| Adv/Accr   | Entitlements | Calculations | Financial | Remarks |
|--|--------------|--------------|-----------|---------|
| <p><b>Address</b></p> <p>Line 1: 444 SE QUINCY ST</p> <p>Line 2:</p> <p>City: TOPEKA</p> <p>Country/State: KS KANSAS</p> <p>Zip Code: 66683</p> <p>Update Traveler</p> |              |              |           |         |

<Back Next>

Other Receipts Print Request OK Cancel Help

Enter the first line of the traveler's address

| Step | Action   |
|------|--|
| 15.  | Click the <b>Adv/Accr1</b> tab.<br>                                   |
| 16.  | Verify the advance, then...<br>Click the <b>Entitlements</b> tab.<br> |



Request for a Settlement Against an Order

User ID: Add Request No: NEW Friday, July 15, 2005

YORE, E E: E7 TOND: 1105235PBF125000

**Request Type**

Type of Settlement: Final - First Submission Type of Partial: Not a Partial

Remit To Adv/Accr1 **Entitlements** Calculations Financial Remarks


**Types of Entitlements Claimed**

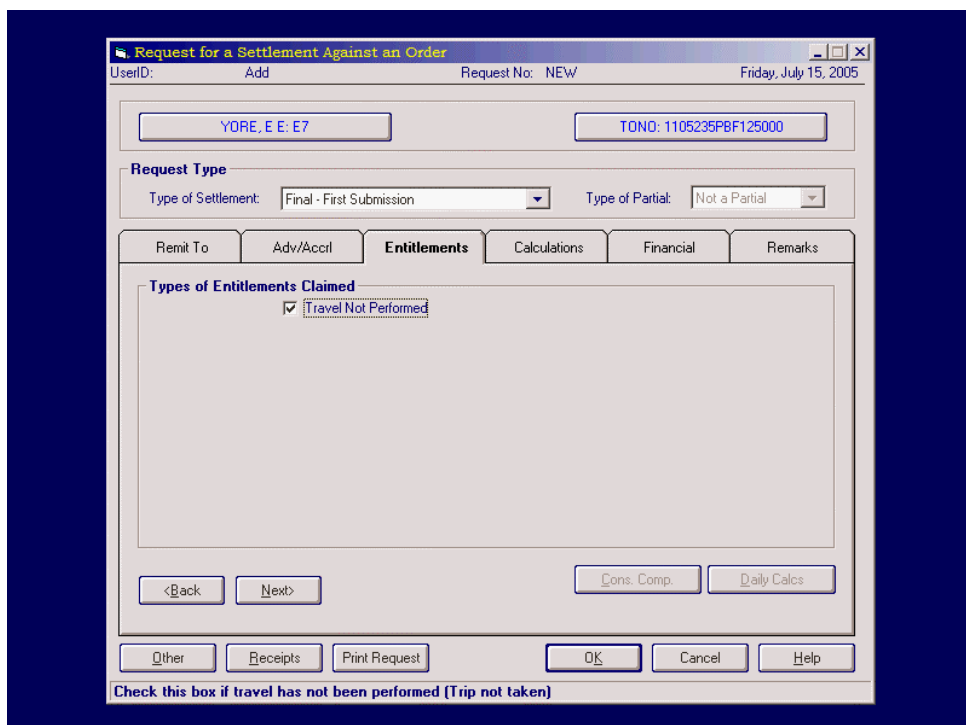
☐ Travel Not Performed

<Back Next> Cons. Comp. Daily Calcs

Other Receipts Print Request OK Cancel Help

Check this box if travel has not been performed (Trip not taken)

| Step | Action   |
|------|--|
| 17.  | Click the <b>Travel Not Performed</b> option.<br> |



**Request for a Settlement Against an Order**

UserID: Add Request No: NEW Friday, July 15, 2005

YORE, E E: E7 TOND: 1105235PBF125000

**Request Type**

Type of Settlement: Final - First Submission Type of Partial: Not a Partial

Remit To Adv/Acctl **Entitlements** Calculations Financial Remarks

**Types of Entitlements Claimed**

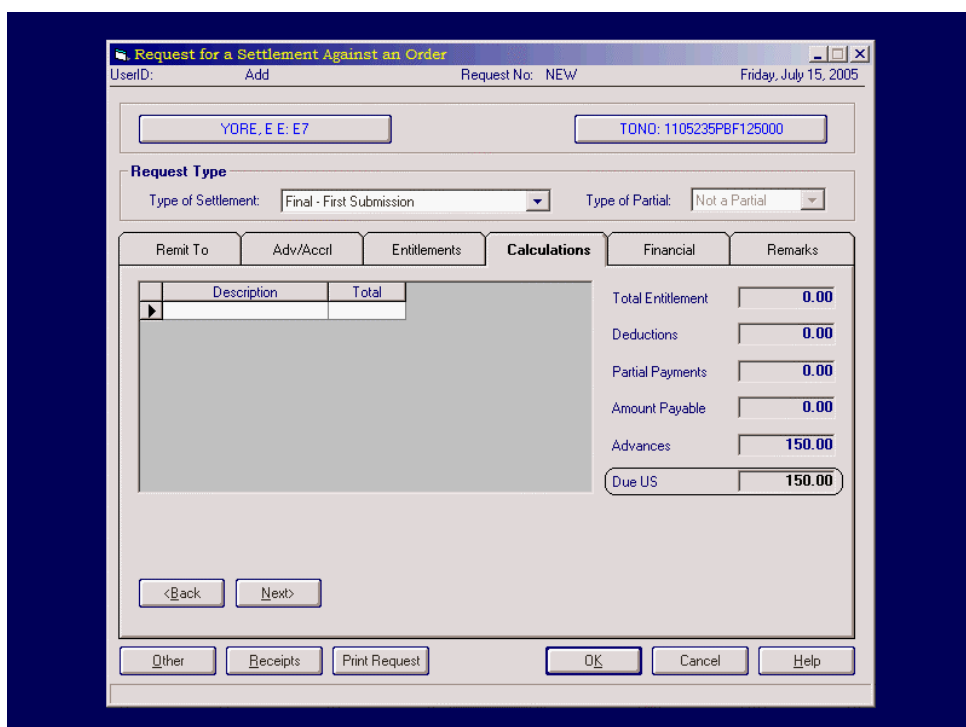
☒ Travel Not Performed

<Back Next> Cons. Comp. Daily Calcs

Other Receipts Print Request OK Cancel Help

Check this box if travel has not been performed (Trip not taken)

| Step | Action  |
|------|---|
| 18.  | Click the <b>Calculations</b> tab.<br><div>Calculations</div> |



**Request for a Settlement Against an Order**

UserID: Add Request No: NEW Friday, July 15, 2005

YORE, E E: E7 TOND: 1105235PBF125000

**Request Type**

Type of Settlement: Final - First Submission Type of Partial: Not a Partial

Remit To Adv/Acctl Entitlements **Calculations** Financial Remarks

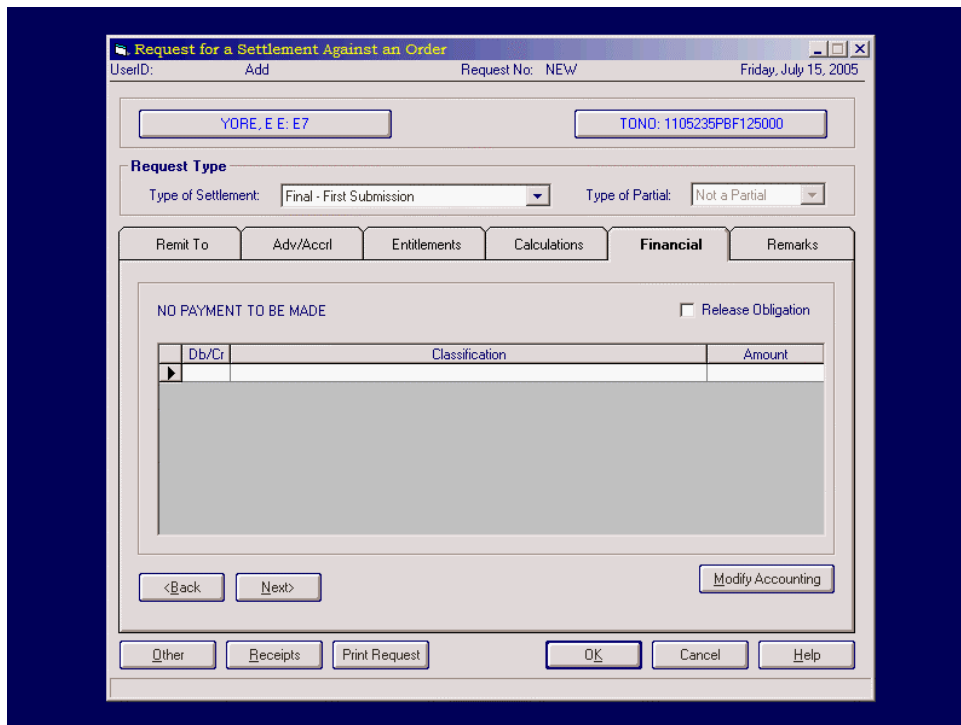
| Description       | Total  |
|-------------------|--------|
| Total Entitlement | 0.00   |
| Deductions        | 0.00   |
| Partial Payments  | 0.00   |
| Amount Payable    | 0.00   |
| Advances          | 150.00 |
| Due US            | 150.00 |

<Back Next>

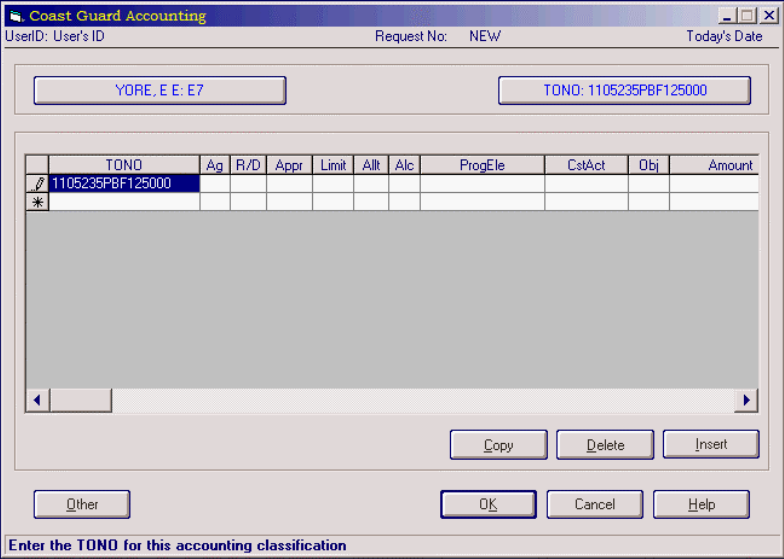
Other Receipts Print Request OK Cancel Help



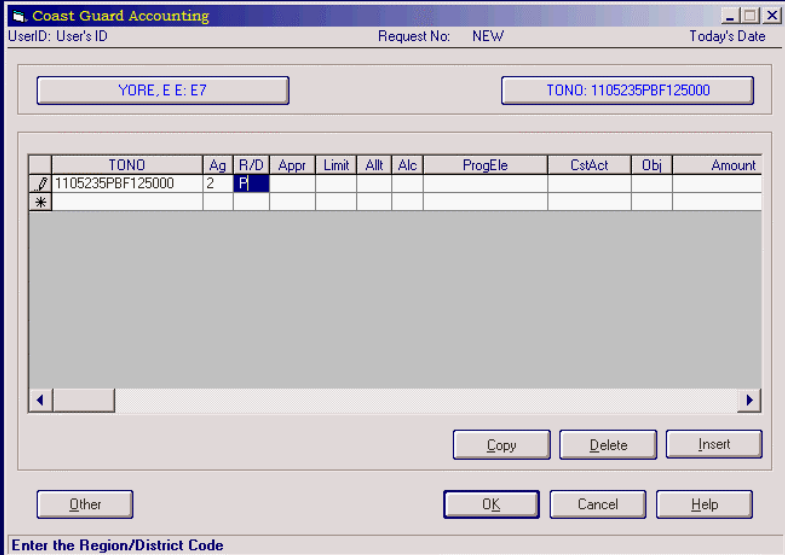
| Step | Action   |
|------|--|
| 19.  | Verify the amount <b>Due US</b> equals the advance taken, then...<br>Click the <b>Financial</b> tab.<br><div>Financial</div> |



| Step | Action   |
|------|--|
| 20.  | Click the <b>Modify Accounting</b> button.<br><div>Modify Accounting</div> |



| Step | Action  |
|------|---|
| 21.  | Press <b>[Tab]</b> .  |
| 22.  | Enter the desired information into the <b>R/D</b> field.<br>Example " <b>P</b> ". |



Coast Guard Accounting

UserID: User's ID Request No: NEW Today's Date

YORE, E E: E7 TOND: 1105235PBF125000

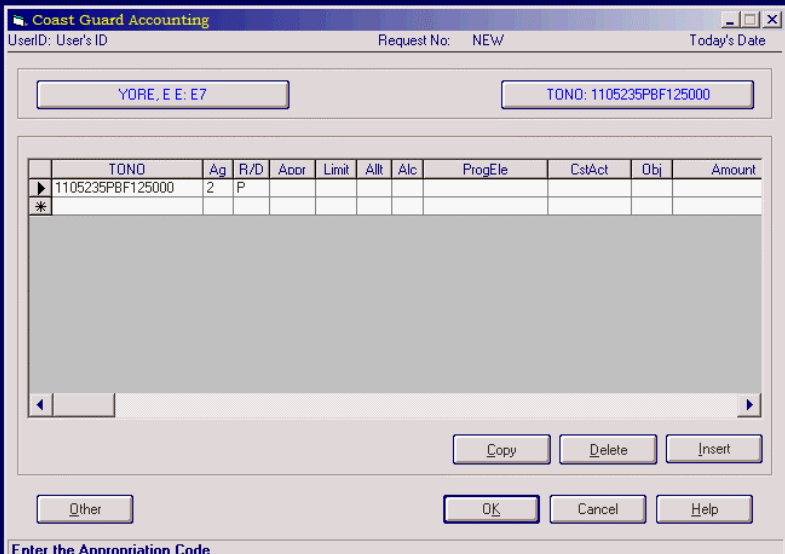
|   | TOND             | Ag | R/D | Appr | Limit | Alk | Alc | ProgEle | CstAct | Obj | Amount |
|---|------------------|----|-----|------|-------|-----|-----|---------|--------|-----|--------|
|   | 1105235PBF125000 | 2  | F   |      |       |     |     |         |        |     |        |
| * |                  |    |     |      |       |     |     |         |        |     |        |

Copy Delete Insert

Other OK Cancel Help

Enter the Region/District Code

| Step | Action       |
|------|--------------|
| 23.  | Press [Tab]. |



Coast Guard Accounting

UserID: User's ID Request No: NEW Today's Date

YORE, E E: E7 TOND: 1105235PBF125000

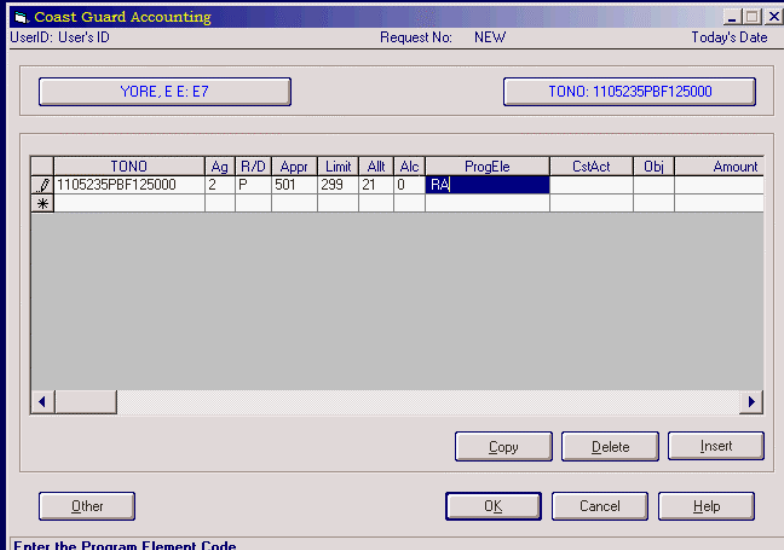
|   | TOND             | Ag | R/D | Appr | Limit | Alk | Alc | ProgEle | CstAct | Obj | Amount |
|---|------------------|----|-----|------|-------|-----|-----|---------|--------|-----|--------|
|   | 1105235PBF125000 | 2  | P   |      |       |     |     |         |        |     |        |
| * |                  |    |     |      |       |     |     |         |        |     |        |

Copy Delete Insert

Other OK Cancel Help

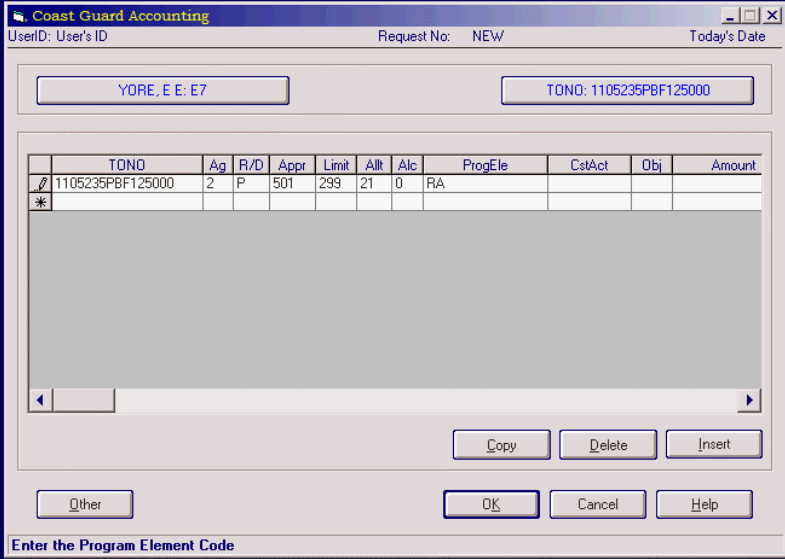
Enter the Appropriation Code

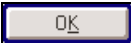
| Step | Action   |
|------|--|
| 24.  | Enter the desired information into the <b>Appr</b> field.<br>Example “ <b>501</b> ”.   |
| 25.  | Press <b>[Tab]</b> .   |
| 26.  | Enter the desired information into the <b>Limit</b> field.<br>Example “ <b>299</b> ”.  |
| 27.  | Press <b>[Tab]</b> .   |
| 28.  | Enter the desired information into the <b>Allt</b> field.<br>Example “ <b>21</b> ”.    |
| 29.  | Press <b>[Tab]</b> .   |
| 30.  | Enter the desired information into the <b>ProgEle</b> field.<br>Example “ <b>RA</b> ”. |

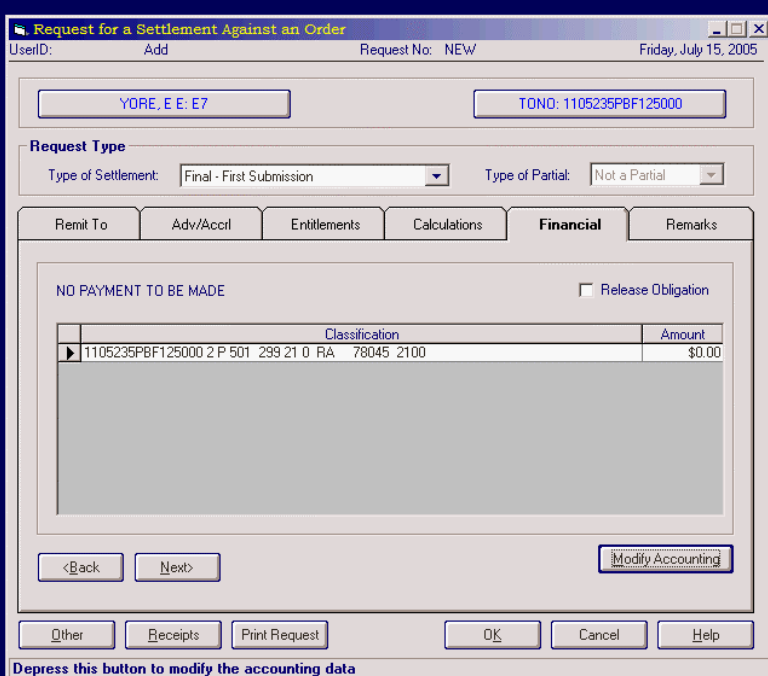


The screenshot shows a window titled "Coast Guard Accounting". At the top, it displays "UserID: User's ID", "Request No: NEW", and "Today's Date". Below this, there are two input fields: "YORE, E E: E7" and "TONO: 1105235PBF125000". The main area contains a table with the following columns: TONO, Ag, R/D, Appr, Limit, Allt, Alc, ProgEle, CstAct, Obj, and Amount. The first row of data shows: 1105235PBF125000, 2, P, 501, 299, 21, 0, RA, and empty cells for CstAct, Obj, and Amount. Below the table is a large empty text area. At the bottom of the window, there are buttons for "Copy", "Delete", "Insert", "Other", "OK", "Cancel", and "Help". A label "Enter the Program Element Code" is located at the bottom left of the window.

| Step | Action               |
|------|----------------------|
| 31.  | Press <b>[Tab]</b> . |



| Step | Action   |
|------|--|
| 32.  | Enter the desired information into the <b>CstAct</b> field.<br>Example “ <b>78045</b> ”.                           |
| 33.  | Press <b>[Tab]</b> .   |
| 34.  | Enter the desired information into the <b>Obj</b> field.<br>Example “ <b>2100</b> ”.                               |
| 35.  | Press <b>[Tab]</b> .   |
| 36.  | Click the <b>OK</b> button.<br> |



Request for a Settlement Against an Order

UserID: Add Request No: NEW Friday, July 15, 2005

YORE, E E: E7 TOND: 1105235PBF125000

**Request Type**

Type of Settlement: Final - First Submission Type of Partial: Not a Partial

Remit To Adv/Acct Entitlements Calculations **Financial** Remarks

NO PAYMENT TO BE MADE ☐ Release Obligation

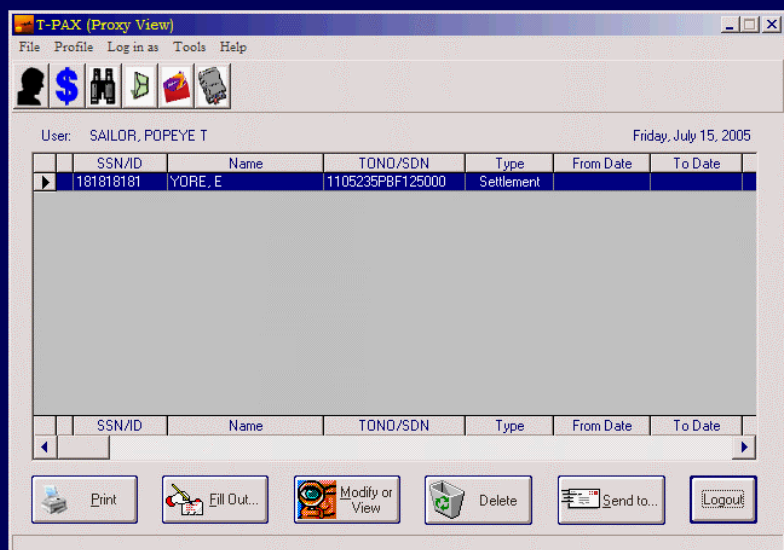
| Classification                                  | Amount |
|---|--------|
| 1105235PBF125000 2 P 501 299 21 0 RA 78045 2100 | \$0.00 |

<Back Next> Modify Accounting

Other Receipts Print Request OK Cancel Help

Depress this button to modify the accounting data

| Step | Action                      |
|------|-----------------------------|
| 37.  | Click the <b>OK</b> button. |



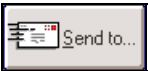
T-PAX (Proxy View)

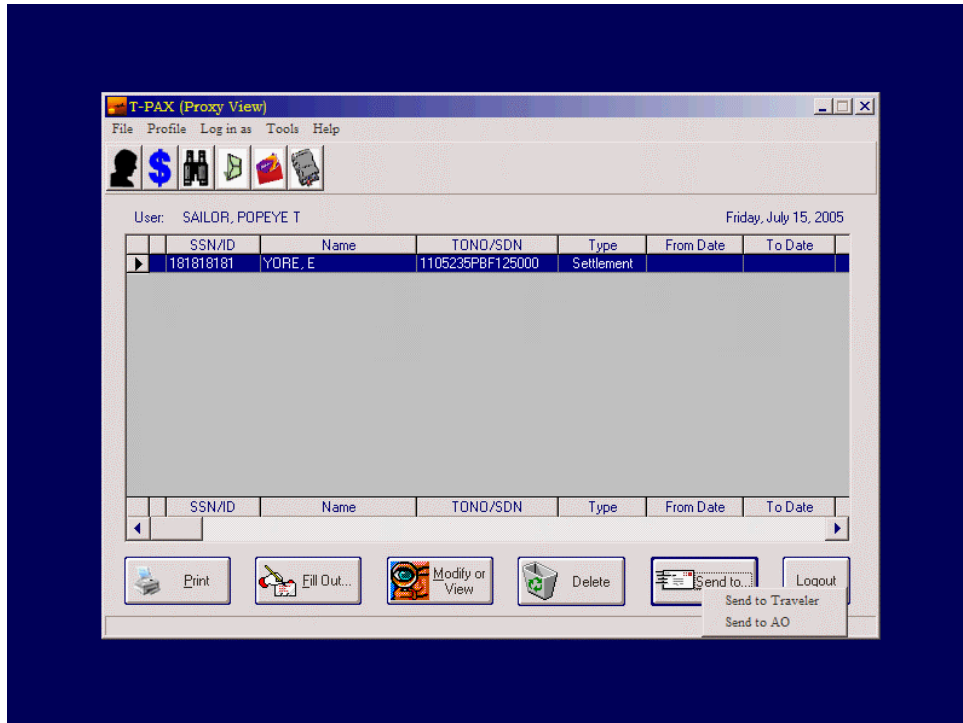
File Profile Log in as Tools Help

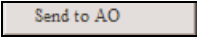
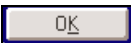
User: SAILOR, POPEYE T Friday, July 15, 2005

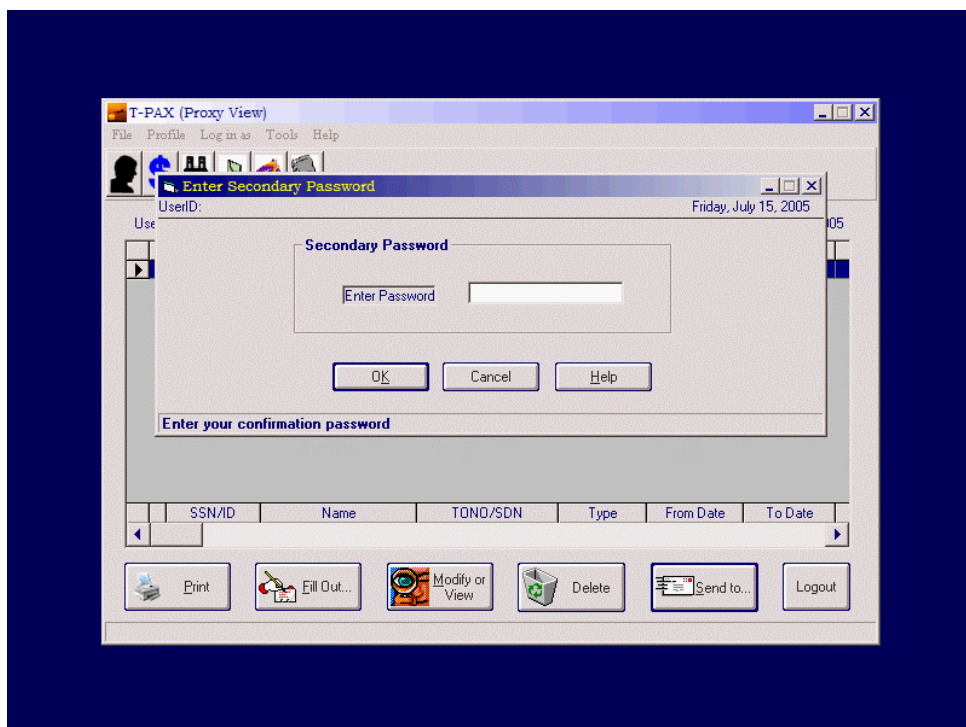
| SSN/ID    | Name    | TOND/SDN         | Type       | From Date | To Date |
|-----------|---------|------------------|------------|-----------|---------|
| 181818181 | YORE, E | 1105235PBF125000 | Settlement |           |         |

Print Fill Out... Modify or View Delete Send to... Logout

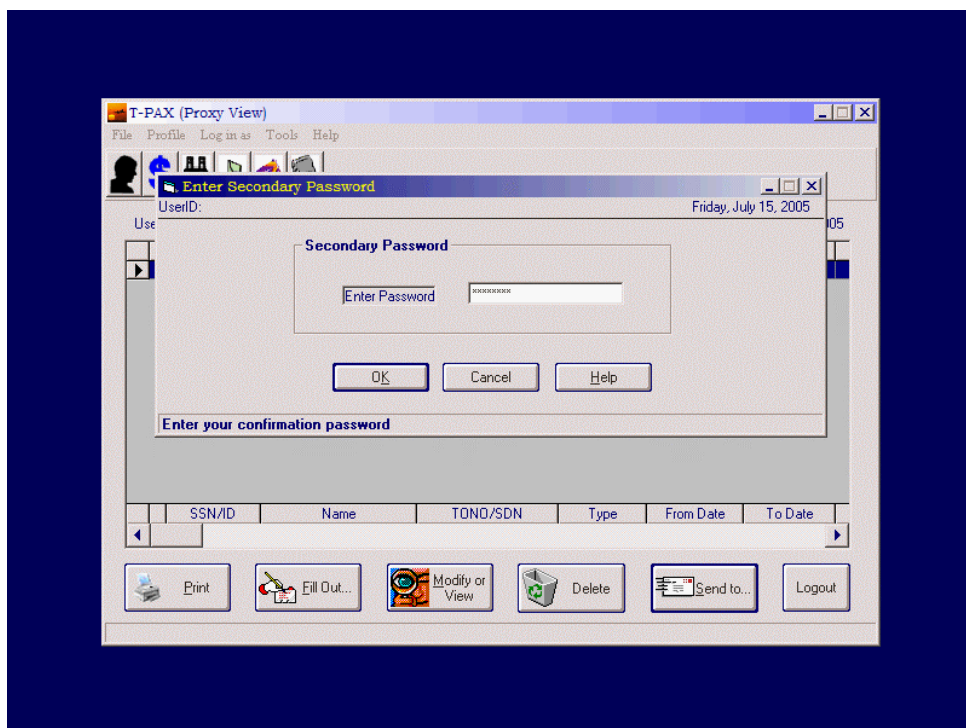
| Step | Action  |
|------|---|
| 38.  | Click the <b>Send to</b> button.<br> |




| Step | Action   |
|------|--|
| 39.  | Click the <b>Send to AO</b> option.<br>   |
| 40.  | Since Mr. Duck is the designated AO, his name automatically appears.<br>Click the <b>OK</b> button.<br> |

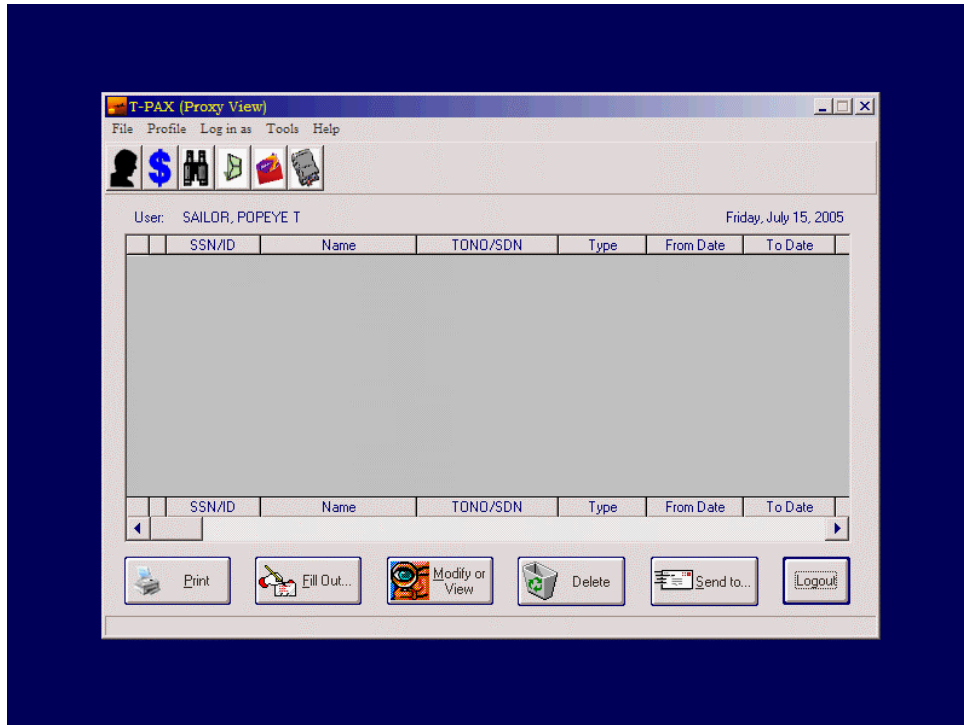



| Step | Action  |
|------|---|
| 41.  | Enter the desired information into the <b>Secondary Password</b> field.<br>Example “ <b>1234abcd</b> ”. |

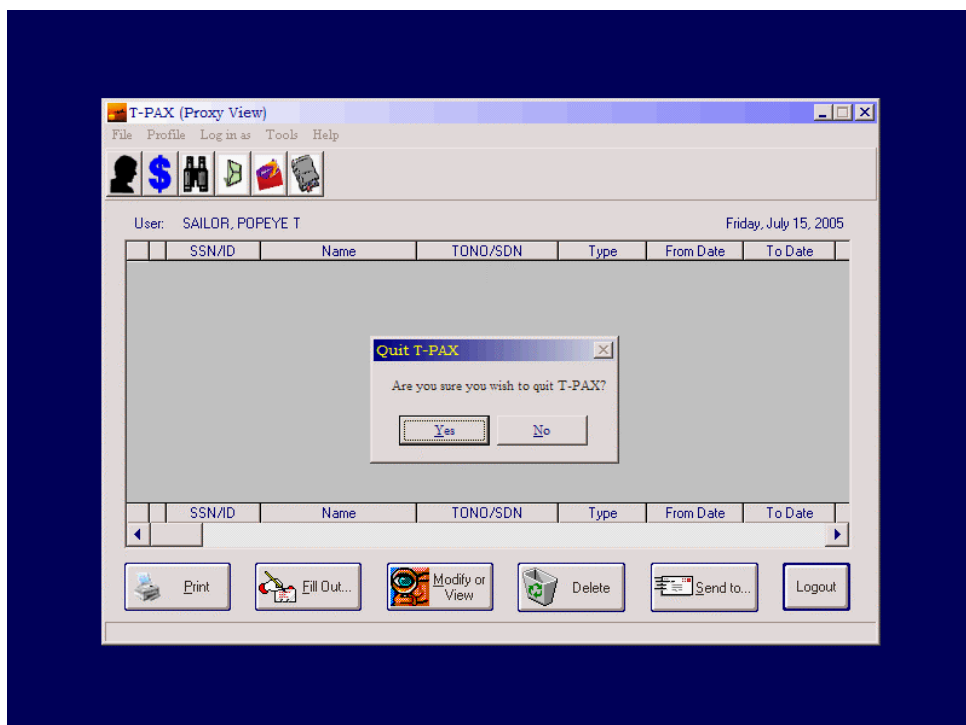


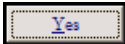


| Step | Action   |
|------|--|
| 42.  | Click the <b>OK</b> button.<br> |



| Step | Action   |
|------|--|
| 43.  | Click the <b>Logout</b> button.<br> |



| Step | Action   |
|------|--|
| 44.  | Click the <b>Yes</b> button.<br><br>or Press <b>[Alt+Y]</b> .                         |
| 45.  | Congratulations for completing the Completing a Signature Proxy tutorial.<br>Click the icons below to view in depth policies and procedures.<br><b>End of Procedure.</b> |



Please refer to: <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>